

E1

**RESOLUTION AUTHORIZING FILING OF AN APPLICATION WITH NJ TRANSIT AND
THE U.S. DEPARTMENT OF TRANSPORTATION, FOR A GRANT UNDER THE FEDERAL
TRANSIT ACT (FTA) TO RECEIVE FY'2013 SECTION 5311 RURAL TRANSPORTATION
GRANT FUNDS, FROM JULY 1, 2012 TO JUNE 30, 2013,
IN THE TOTAL AMOUNT OF \$212,994.00**

WHEREAS, the Secretary of Transportation is authorized to make grants for a general public transportation program of projects in other than urbanized areas under Section 5311 of the Federal Transit Act, as amended; and

WHEREAS, the County Department of Human Services, Division of Transportation Services desires to submit a grant application to NJ Transit, Office of Services Contracts, Local program Support Unit for funding relative to the 5311 Rural Transportation Grant; and

WHEREAS, this funding shall be specifically for transportation services to include bus transportation and demand-responsive transportation to rural residents within the County to work or other activities; and

WHEREAS, the grant for financial assistance will impose certain obligations upon the Sub-recipient, County, including the provision of the local share of the projects costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil rights Act of 1965, that in connection with the filing of an application for assistance under the Federal Transit Act, as amended, the Sub-recipient shall give an assurance that it will comply with Title VI and EEO requirements of the Civil Rights Act of 1964 and U.S. Department of Transportation requirements; and

WHEREAS, the County as Sub-recipient is required to adhere to the requirements as specified in the U.S. Department of Transportation's Minority Business Enterprise (MBE) regulation set forth in 49 C.F.R. Part 23, Subpart D.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that:

1. The Freeholder Director and Clerk of the Board are hereby authorized to execute and file an application on behalf of the County of Gloucester with NJ Transit, who as the Designated Recipient, will apply to the U.S. Department of Transportation requesting aid in the financing of administration and operating assistance projects pursuant to Section 5311 of the Federal Transit Act, as amended.
2. The Freeholder Director and Clerk of the Board are authorized to execute and file with such application an assurance or any other documentation as required by the U.S. Department of Transportation effectuating the purposes of Title VI and EEO requirements of the Civil Rights Act of 1964.
3. Robert M. Damminger, Freeholder Director, is authorized to set forth and execute affirmative minority business policies pursuant to 47 C.F.R. Part 23, Subpart D, and to furnish such additional information as the U.S. Department of Transportation may require in connection with the application.
4. That Freeholder Director is authorized to execute the grant agreement and any other documentation necessary on behalf of County of Gloucester to receive the total grant amount of \$212,994.00, with this total representing \$106,497.00 in Federal funds, \$53,248.50 in State funds, and \$53,248.50 in Local in-kind match.
5. That the Board of Chosen Freeholders of the County of Gloucester hereby authorize the amount of \$53,248.50 be obligated as the local share required under the provision of the grant application.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, State of New Jersey, held on June 20, 2012, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK



E1

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Vincent H. Nestore Jr.



DEPARTMENT OF HUMAN
SERVICES

DIRECTOR
Lisa A. Cerny

P.O. Box 337
Woodbury, NJ 08096

Phone: 856.384.6870

Fax: 856.384.0207

lcerny@co.gloucester.nj.us

www.gloucestercountynj.gov

TO: Lisa A. Cerny

DEPARTMENT: Human Services

GRANT TITLE: FY2013 Section 5311 Rural Transportation

DATE: June 7, 2012

CERTIFICATION LETTER

The DEPARTMENT OF HUMAN SERVICES certifies that the enclosed
Grant has been reviewed and meets the standard requirements

REVIEWED BY: [Signature]

REVIEWED BY: Lisa A. Cerny (Co-Dir)

Grants Coordinator

FREEHOLDER MEETING: June 20, 2012

New Jersey Relay Service – 711
Gloucester County Relay Service
(TTY/TTD) – (856)848-6616



**The State of New Jersey
FTA NON-URBANIZED AREA FORMULA PROGRAM
(SECTION 5311)
JULY 1, 2012 – JUNE 30, 2013**



NJ TRANSIT
Local Programs & Minibus Support
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246
Phone: (973) 491-7372

TECHNICAL CAPACITY REQUIREMENT

SECTION I - COUNTY INFORMATION

- A. Project Contacts
- B. Project Personnel
- C. Documents and Recordkeeping
- D. Procedures for Grant Administration Reporting

SECTION II - DESCRIPTION SERVICE

- A. Service Area & Service Area Map
- B. Service Coordination
- C. Service Description
- D. Fares/Donations
- E. Service Operations

SECTION III - PROJECT EQUIPMENT

- A. Vehicle Inventory – Only Section 5311 Funded
- B. Vehicle Inventory – Not Section 5311 Funded
- C. Non-Vehicle Inventory
- C. Capital Disposal July 1, 2011 – June 30, 2012

SECTION IV - PUBLIC OUTREACH

- A. Marketing Materials
- B. Private Sector Outreach
- C. Public Notice of Capital Assistance

SECTION V - BUDGET

- A. Project Budget Request (If purchasing vehicle fill vehicle fleet status and provide replacement data if applicable)
- B. Indirect Administrative Costs
- C. Actual Third Party Contracting 2011-2012
- D. Anticipated Third Party Contracting 2012-2013
- E. Financial Management
- F. Verification of Local In-Kind Match Contribution
- G. D-U-N-S Number requirement

SECTION VI - FEDERAL APPLICATION COMPLIANCE

- A. Sample Cover Letter
- B. 5333(b) Warranty for Application to the Small and Urban Rural Program
- C. 5333(b) Certification Letter
- D. Listing of Operators & Union Representatives Required
- E. Resolution
- F. Opinion of Counsel
- G. ADA Requirements
- H. Equal Employment Opportunity (EEO)
- I. Title VI
- J. Fixed-Facility Impact Analysis
- K. Safety and Security
- L. Standard Form – LLL “Disclosure to Report Lobbying”
- M. Lobbying Certification

SECTION VII – CHECKLIST OF REQUIRED DOCUMENTS

ADDENDUM A – List of MAJOR PRIVATE FOR PROFIT OPERATORS

ADDENDUM B – Designated Leads HUMAN SERVICES TRANSPORTATION COORDINATION PLAN

ADDENDUM C – Statewide Labor Unions Listing

ADDENDUM D – Title VI NOTIFICATION TO BENEFICIARIES

**The State of New Jersey
FTA NON-URBANIZED AREA FORMULA PROGRAM
(SECTION 5311)
JULY 1, 2012 – JUNE 30, 2013**

APPLICANT INFORMATION	
County:	Gloucester
County/Applicant's Legal Name:	County of Gloucester, Division of Transportation
Name of Transportation System:	Division of Transportation Services
Address:	115 Budd Blvd., West Deptford, NJ 08096
Name & Title of Person Completing the Application:	Rick DeCosta, Coordinator, Division of Transportation
Phone Number:	856-686-8362
Fax Number:	856-686-8361
E-Mail Address:	rdecosta@co.gloucester.nj.us

FTA Non-Urbanized

TECHNICAL CAPACITY

All Section 5311 applicants must demonstrate the technical capacity to carry out the services proposed. At a minimum the applicant must be able to:

- Demonstrate the financial ability to perform and deliver the service applying for and awarded.
- Demonstrate the adequate level of staffing and grant experience and knowledge to comply with all FTA grant requirements.
- Demonstrate the adequate level of staffing and operational experience needed in delivering the service as per grant award.
- Demonstrate the adequate level of staffing and maintenance experience for performing required maintenance on vehicles used or purchased for this service.
- Demonstrate the adequate level of vehicles including back-up vehicles to perform the service under this program.
- Demonstrate a driver training program to ensure safe and reliable service to all passengers.
- Demonstrate that the service provided is not duplicating other services funded under FTA or other funding sources. All FTA subrecipients must be part of the local Human Service Coordination Transportation plan.
- Demonstrate there are written procedures and policies for operations, grant administration and FTA reporting requirements.

When filling in this application ensure that you are clearly documenting the technical capacity required to deliver this FTA funded project.

SECTION I – A

PROJECT CONTACTS

Provide the name, title, address, and phone number of the key contact people for the following:

1.

Representative with legal authority to endorse, certifies, or represents organization (i.e., Freeholder Director, Designated Official, County Executive, Executive Director, or Chairperson of the Board):

Robert M. Damminger, Freeholder Director
County of Gloucester
1 N. Broad Street
P.O. Box 337 (856) 853-3395
Woodbury, NJ 08096
2.

Administrative Contacts (person responsible for administration of grant):

Rick DeCosta, Coordinator
Division of Transportation Services
115 Budd Blvd.
P.O. Box 337 (856) 686-8362
West Deptford, NJ 08096
3.

Operations Contact (person responsible for operational issues regarding grant):

Rick DeCosta, Coordinator
Division of Transportation Services
115 Budd Blvd.
P.O. Box 337 (856) 686-8362
West Deptford, NJ 08096

4.

Procurement Contact (Individual who will be responsible for procuring capital and preparing bid packages for service providers.):

Peter Mercanti, Purchasing Agent
County of Gloucester
1 N. Broad Street
P.O. Box 337 (856) 853-3415
Woodbury, NJ 08096

5.

Financial Contact (person responsible for billing, accounting, closeouts and reimbursement requests):

Donna Cucetta, Administrative Assistant
Division of Transportation
115 Budd Blvd.
P.O. Box 337 (856) 686-8360
West Deptford, NJ 08096

6.

Audits Contact (responsible for annual audits):

Gary Schwarz, Treasurer
County of Gloucester
1 N. Broad Street
P.O. Box 337 (856) 853-3353
Woodbury, NJ 08096

7.

Applicant or Agency Counsel:

Thomas G. Campo
115 Budd Blvd.
P.O. Box 337 (856) 384-6898
West Deptford, NJ 08096

8.

An EEO program is required if an applicant in previous Federal fiscal year (only FTA funds) - received in excess of \$1 million or planning assistance in excess of \$250,000 and has 50 or more mass transit related employees. **Is there a required formal EEO plan?**

EEO Representatives – IF EEO PLAN REQUIRED MUST HAVE EEO OFFICER DESIGNATION. An applicant Chief Executive Officer (CEO) should designate an EEO officer and adequate staff to administer the EEO program. The EEO officer should be an executive and should report directly to the CEO. Care should be taken to avoid conflicts when assigning responsibility for administering the EEO program as a collateral duty assignment i.e. - a personnel officer may have a conflict of interest. **Who is the designated EEO staff person? (if required)**

9.

ADA Representative: Leona Mather, Director
Division of Disability Services
Gloucester County Institute of Technology
1340 Tanyard Road / 600 Wing (856) 681-6128
Sewell, NJ 08080

3. Are all individuals listed in item 1 above working in their job titles? If not, explain what the differences are and why they are not working in their job titles.
No, One part-time Omnibus Operator has been working in office performing scheduling duties due to an injury.
4. Attach organizational chart.
See Attached

SECTION I - C

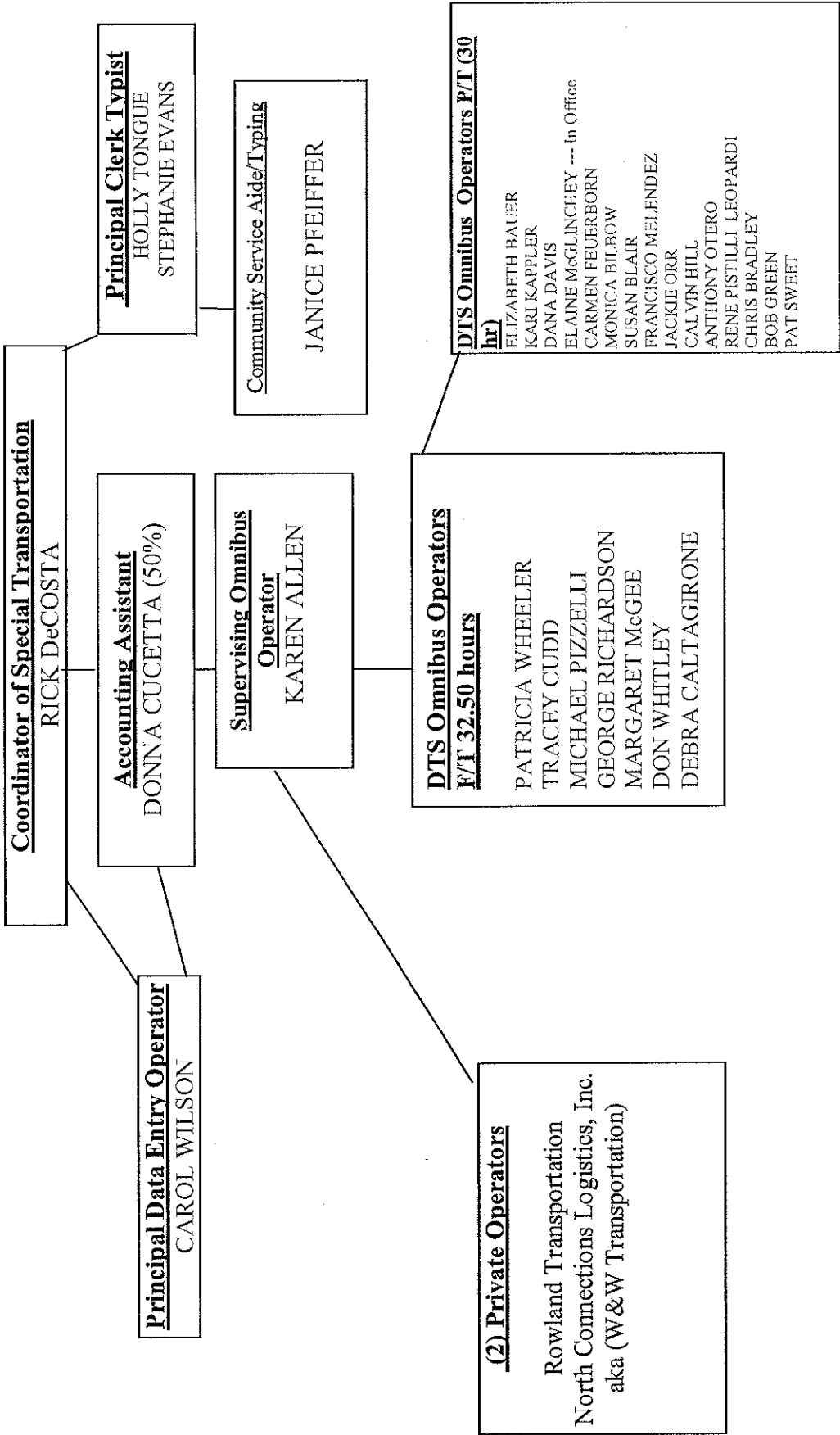
DOCUMENTS AND RECORDKEEPING

1. Refer to program documents listed below that are maintained relating to program activities. Indicate where these records will be retained, and provide the name of the individual responsible for maintaining documents.

<u>DOCUMENTS</u>	<u>LOCATION</u>	<u>NAME AND TITLE OF RESPONSIBLE PERSON</u>
Application	115 Budd Blvd., West Deptford, NJ 08096	Rick DeCosta, Coordinator of Special Transportation
Contract (w/NJ TRANSIT)	115 Budd Blvd., West Deptford, NJ 08096	Rick DeCosta, Coordinator of Special Transportation
Driver's Manifest	115 Budd Blvd., West Deptford, NJ 08096	Rick DeCosta, Coordinator of Special Transportation
Financial Records	115 Budd Blvd., West Deptford, NJ 08096	Donna Cucetta, Accounting Assistant
Procurement and Bid Documents Including RFPs	Purchasing Department 1 N. Broad Street / P.O. Box 337 Woodbury, NJ 08096	Peter Mercanti, Director of Purchasing
Daily Pre-Trip form	115 Budd Blvd., West Deptford, NJ 08096	Holly Tongue, Principal Data Entry Clerk
Maintenance Records	115 Budd Blvd., West Deptford, NJ 08096	Karen Allen, Supervising Omnibus Operator
Drug & Alcohol Data	Department of Human Resources 1 N. Broad Street Woodbury, NJ 08096	Chad Bruner, County Administrator
Others (List)	N/A	

Board Of Chosen Freeholders
Freeholder Liaison Vincent H. Nestore, Jr.
County Administrator Chad M. Bruner
Department of Human Services
DIRECTOR, LISA CERNY

May 2012



SECTION I - D**PROCEDURES FOR GRANT ADMINISTRATION REPORTING**

1. Indicate the last date the following procedures/policies were updated. .

PROCEDURES/POLICIES	YES	NO
- Driver manual/Operations manual	5/2010	
- ADA procedures/policy	5/2010	
- Reservation/In-take Policy (RSD procedures/policies)	6/2011	
- No Show/Denial Policy	6/2011	
- Fares/Donation Policy	6/2011	
- Vehicle Maintenance Policy	3/2012	
- Vehicle Accident Policy		
<i>Per Human Resources Manual - on website</i>	9/2011	
- 3 rd Party Monitoring Policy <i>Per DTS Policy</i>	Since 2009	
- Other:		
- Other:		
- Other:		
- Other:		
Other:		

2. Provide written description of administrative procedures and reporting for this Section 5311 grant. Include who is responsible for preparing the grant application, monthly reimbursement forms, monthly service reports and service operations.

Carol Wilson, Principal Data Entry Operator, is responsible for preparing grant application and Donna Cucetta, Accounting Assistant, is responsible for reimbursement forms and financial reports. Rick DeCosta, Coordinator, is responsible for the submission of management for program including, but not limited to, operations and required overall service reports.

3. If applicant has multiple funding sources, describe the methodology that is used to determine how trips are charged to the Section 5311 grant.

Gloucester County assigns code numbers to each client pertaining to their ability to qualify for transportation services. For rural residents, code #18 is placed in the computer next to their name, indicating that they qualify under Section 5311 funding. Following the performance of trips, reports are generated from the computer system based upon delineation of passenger code numbers.

4. Submit procedures and timelines for monitoring service provider(s) (only required if service is contracted out). Who on staff is responsible for monitoring 3rd party contractors? Monitoring includes but is not limited to service observations; verification of driver manifests, unscheduled visits to vendor and monitoring of vehicle maintenance. Please provide examples of last formal review of 3rd party vendor completed by your agency.

No service is contracted out under Section 5311 funding.

SECTION II - A

DESCRIBE THE SECTION 5311 SERVICE AREA ONLY –

Complete the following:

1. List area served by Section 5311 service proposed in this application. (Include municipalities and all areas out of county and out of state).

Rural municipalities and contiguous municipalities in the southwestern portion of Gloucester County are served by Section 5311 funding. The municipalities are: Logan Township, Harrison Township, Swedesboro, Greenwich Township, East Greenwich Township, Paulsboro and Mantua Township.

2. Provide a list of relevant common site/major traffic generators, including central business districts, major employment centers, shopping centers, hospitals, social service centers and college/universities.

Major employment center

*Route 295 Corridor Industrial
Complexes*

Major business district

*City of Woodbury
Borough of Glassboro*

3. Provide a list of concentrations of key trip generators include for senior and/or disabled and general population that you serve (i.e., apartment complexes, senior complexes, etc.)

Parke Place Senior housing and Condos, Washington Township, NJ

Bridlewood Senior housing in Deptford, NJ

Heritage Woods Senior housing in Deptford, NJ

Lakebridge Development, Deptford, NJ

The Village @ Riverwinds, West Deptford, NJ

The Reserve @ Riverwinds, West Deptford, NJ

Sheppards Farm, West Deptford, NJ

Nancy Elks Apartment Complex, Deptford, NJ

Deptford Park Apartments, Deptford, NJ

Colonial Park Apartments, Woodbury, NJ

Carino Park Apartments, Williamstown, NJ

Clayton Mews, Clayton, NJ

Woodbury Mews, Woodbury, NJ

Harmony House, Gibbstown, NJ

Brookhollow, Mickleton, NJ

Country Walk Development, East Greenwich, NJ

Four Seasons at Weatherby, Logan, NJ

Holiday City @ Monroe, Williamstown, NJ

4. Does this proposed service feed other services? (check all that apply):

☒ NJ TRANSIT local fixed route bus (**list route names & numbers**)

☒ With Camden County – Philadelphia Hospital Shuttle

☐ Municipal bus service (**list municipalities**)

☐ County bus service (**list bus line**)

☐ Private bus service (**list bus line**)

☐ County paratransit (**list counties**)

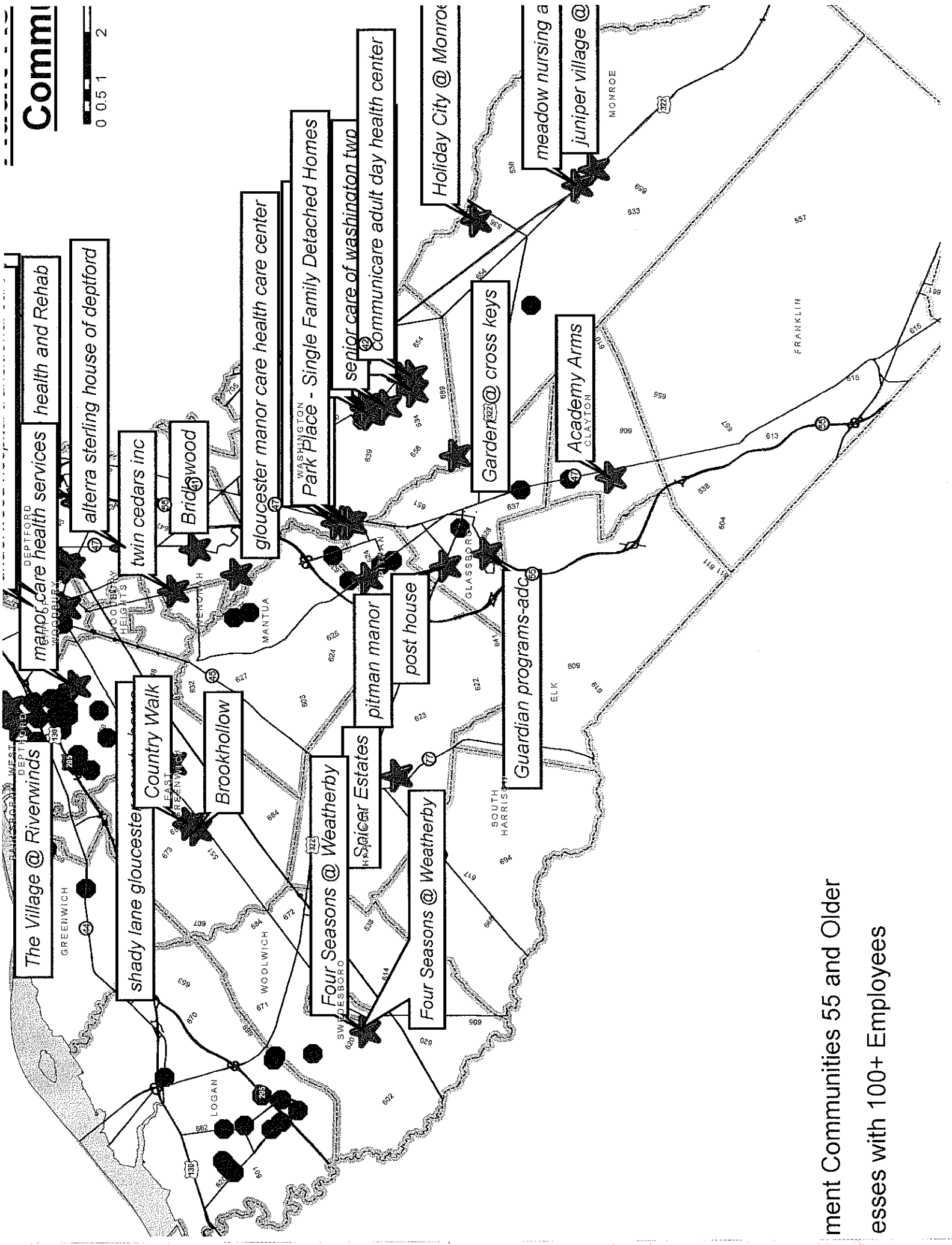
☐ ACCESS LINK paratransit

☐ NJ TRANSIT train service (**list train line & stations**)

☐ Hudson-Bergen Light Rail (**list stations**)

☐ River Line Light Rail (**list stations**)

5. **Required to Provide a Map of your SERVICE AREA** – we suggest you work with your planning department to have a concise map showing the following: all Section 5311 bus stops, the rural and urban areas (indicate hospitals, transfer stops, college/universities, major employment, housing – senior and low-income housing complexes in these areas.)

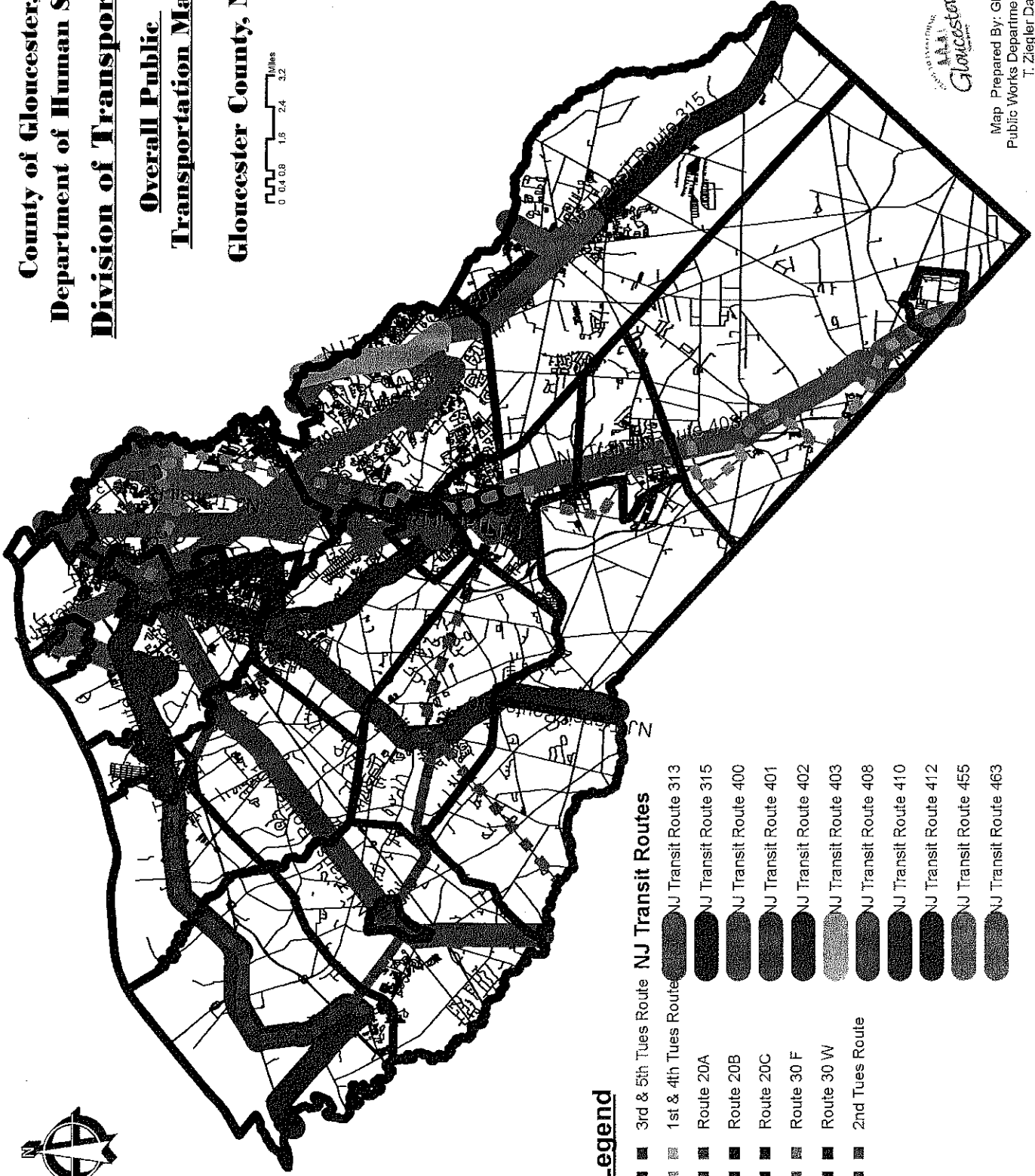
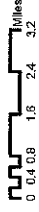


ment Communities 55 and Older
esses with 100+ Employees

County of Gloucester, NJ
Department of Human Services
Division of Transportation

Overall Public
Transportation Map

Gloucester County, NJ



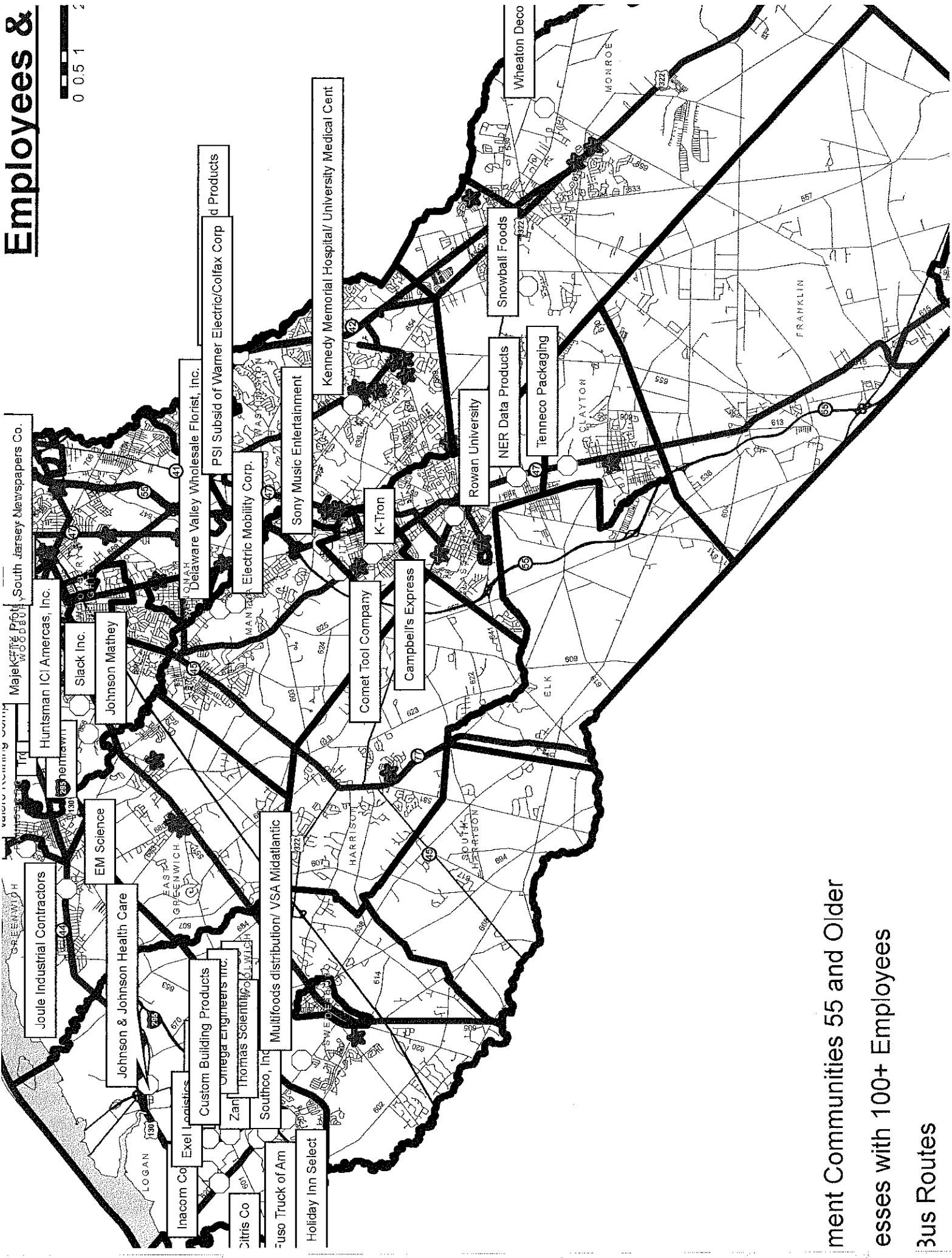
Legend

- | | | |
|---|-----------------------|----------------------|
| ■ | 3rd & 5th Tues Route | NJ Transit Route 313 |
| ■ | 1st & 4th Tues Routes | NJ Transit Route 315 |
| ■ | Route 20A | NJ Transit Route 400 |
| ■ | Route 20B | NJ Transit Route 401 |
| ■ | Route 20C | NJ Transit Route 402 |
| ■ | Route 30 F | NJ Transit Route 403 |
| ■ | Route 30 W | NJ Transit Route 408 |
| ■ | 2nd Tues Route | NJ Transit Route 410 |
| | | NJ Transit Route 412 |
| | | NJ Transit Route 455 |
| | | NJ Transit Route 463 |



Map Prepared By: Gloucester County
 Public Works Department/Planning Division
 T. Ziegler Date: 2008

Employees &



ment Communities 55 and Older
esses with 100+ Employees
Bus Routes

SECTION II - B

DESCRIBE THE SERVICE COORDINATION (FOR ALL SERVICES)

Three Federal Transit Administration (FTA) formula programs—Elderly Individuals and Individuals with Disabilities Program (Section 5310), Job Access and Reverse Commute (JARC) (Section 5316), and New Freedom (Section 5317)—require that projects must be derived from a locally developed, public transit-human services transportation plan. FTA expects public transit systems funded under both the Section 5307 and Section 5311 formula programs to participate in the local planning process for coordinated public transit-human service transportation in those areas applying for funds under Sections 5310, 5316, or 5317.

The local coordinated planning process may include consideration of the intercity bus transportation needs of the targeted population of seniors, people with disabilities, and low income people. Identification of unmet intercity mobility needs of human service agency clients during the local coordinated planning process may help the State with its intercity bus needs assessment. FTA encourages the inclusion of intercity bus mobility needs in the coordinated planning process for Sections 5310, 5316, and 5317.

Beyond the specific coordinated planning requirements for the three specialized FTA programs listed above, both Sections 5311 and 5307 also require coordination with transportation assistance under other Federal programs. The Section 5311 program of projects must provide, "the maximum feasible coordination of public transportation service [assisted under Section 5311] with transportation assisted by other Federal sources." (Section 5311(b)(2)(c)(ii)).

The State must certify compliance with these coordination requirements for Section 5311. While the coordination of service takes place at the local level, the State may facilitate coordination through participation in statewide interagency coordinating councils and statewide coordinated planning activities. Please see the designated leads for the Human Services Transportation Coordination Planning process attached as ADDENDUM B.

1. Describe coordination efforts with other agencies, organizations, municipalities and/or counties.

Coordination occurs for the Philadelphia Hospital Shuttle w/Camden County. DTS also works with area dialysis facilities, i.e., Kennedy Dialysis Center in Turnersville, NJ; Fresenius Dialysis Center in Woodbury, NJ; and the Renal Dialysis Center (LOL) in Sewell, NJ; to promote ridesharing opportunities for dialysis patients.

2. Is your agency the designated lead for Human Services Transportation Coordination or are you a key stakeholder?

Designated Lead.

3. If you have written coordination agreements, list agreements, service area, dollar amounts, and contract period for each below. Agreements can be for services an agency or Township provides funding to the County to provide services for them or the County provides funds to others to provide service for the County. Indicate agreements which involve Section 5311 funds. All Section 5311 funded contracts must be submitted for file.

There are no coordination agreements under 5311 funding at this time. However, Gloucester County maintains agreements with other agencies such as the American Red Cross to provide dialysis transportation and the South Jersey Transit Authority to provide work-related transportation that save money thus allowing Gloucester County DTS to provide additional services to rural residents.

A. Inter-and Intra-county services

Agreement (list who agreement is with)	Contract Term	Funding Source and amount	Service Provided (i.e. Weekend, evenings, out of county)	Service Area

4. Provide the date of the last approved update to the county Human Services Transportation Coordination Plan.

December 2008

SECTION II - C

DESCRIPTION OF SERVICE

1. Describe, in detail the proposed Section 5311 project for grant period July 1, 2012 to June 30, 2013. (Include type of service provided (i.e. deviated fixed route, demand response), list all municipalities served with Section 5311 service and include days & hours of operation. How many drivers and buses will be used for Section S5311 service?

Gloucester County allocates Section 5311 funds for demand response service, subscription service and the operation of one (1) modified fixed bus route. The demand response service is a dial-a-ride type service with residents calling in and scheduling appointments on a 3 business day advance requirement. Service is provided throughout Gloucester County, with service provided to contiguous counties and the city of Philadelphia. The demand response service operates Monday through Friday, 7:00am – 4:30pm. The subscription service is offered primarily to work-related activities and medical appointments that are on-going. This service is also offered Monday through Friday, 7:00am – 4:30pm. The modified fixed route bus service operates three (3) days per week Monday through Wednesday in the rural areas of Gloucester County. This service offers access to area shopping locations along with medical and personal business activities. This service operates between the hours of 9:30am and 2:30pm. The overall commitment of drivers and buses on a daily basis depends upon the current demand for service from rural areas, but, in general, approximately 4 vehicles and 4 drivers per day are transporting residents from rural areas.

3. Describe any **changes** that were made or anticipated to be made (days, hours of operations) to your schedules under existing grant period from July 1, 2011 through June 30, 2012. You are not required to have a public hearing for major reductions but we believe a notice (prior to change) on the bus informing passengers of any route changes is good policy.

None, however, the Gloucester County Planning Division completed a study in June 2011 of the Monday through Wednesday Rural Bus Routes. There are no suggested changes to the rural bus route for the 2012-2013 grant period, although the Division of Transportation Services (DTS) is considering making the Section 5311 rural shopping bus more of a demand type service after a required public hearing is scheduled.

At this time limited requests for transportation are provided for clients who have mobility issues and are unable to reach the designated pick-up locations.

SECTION II - D

FARES/DONATIONS

1. Is a fare charged on the Section 5311 service? YES___ NO X
- Is there a donation policy on the Section 5311 service? YES X NO___
2. Are funds from donations and fares placed in an account for transportation?
3. YES X NO___ If no, explain.

3. Explain how donations/fares are collected.
Donation envelopes are available to clients who ride with our transportation service. Upon request, donation envelopes for the County's Division of Transportation Services are provided by the drivers. Consumers can place their donation in the envelopes and give to the driver to hand in to the office, or the consumer has the option to mail in their donation with the envelope provided by the driver.

4. How much was collected on Section 5311 for the period July 1, 2010 – June 30, 2011?

Fares: \$ 0

Donations: \$ 0

SECTION II - E
5311 SERVICE OPERATIONS

Describe how the following functions are performed by the applicant/service provider.

- 1 .a.

Demand response reservation/trip request process:
Provide the phone number for trip reservations. Provide the hours and days reservations are accepted. If more than one provider, provide names, reservation, telephone number, hours and days reservations are accepted. (856) 686-8350 – Trip reservations are taken from 8:30am to 4:00pm, Monday through Friday.
- b.

How far in advance must a passenger call for a trip? Trips are scheduled three days in advance up to thirty days in advance.

c.

If requested is an attempt made to provide same day service? *On occasion, "Rapid Rides" are performed for those appointments that are requested with short notice.*

YES X NO

d.

What information is contained in the passenger profile? *Name, Address, Funding Information, Transit Information, Disability Information*

e.

How is eligibility for Section 5311 service determined? *Transportation is provided to the more rural areas of Gloucester County for the Section 5311 service.*

f.

If using scheduling software provide name of computer routing and scheduling software. *Warner Software customized Routing and Scheduling Program*

g.

How is the above computer routing and scheduling product used? Check all that apply.

- | | |
|---|-----------------------------------|
| - database, customer file | <u> X </u> |
| - computer assisted routing and scheduling | <u> X </u> |
| - fully automated routing and scheduling | <u> </u> |
| - to automatically generate ridership reports | <u> X </u> |
| - other | <u> </u> |

h.

Describe any other computer technology used for operations (i.e. mobile data terminal, global positions systems, AVL). *N/A*

SECTION II – E (continued)

SERVICE OPERATIONS

Describe how the following functions are performed by the applicant/service provider:

If applicant is providing route deviation service with published timetable/schedule – include copies of timetables –

- *Timetable should be clear service is deviated*
- *All deviation service must be open to the general public and noted on timetable*
- *Phone number on timetable must be listed for requesting trip deviation in advance*
- *There can be no restrictions on number of deviations per run or route*

2.a.

If providing deviated fixed route service, explain how consumers request trip deviation, indicate where it is advertised so consumers know it is available.

b.

If providing deviated fixed route service utilizing FTA Section 5311 funds provide sampling of driver manifests showing route deviations completed during last year. Indicate how deviated fixed route trips are documented. **REQUIRED.**

c.

Annual number of trips provided by service deviating from route for the period July 1, 2011 to June 30, 2012.

3.

Describe how transportation service related complaints are documented and answered.

Who is responsible for handling service complaints? *Principal Data Entry Operator receives complaints from clients and types formal complaint on Purchasing Complaint Form that is submitted to the vendor to rectify.*

How are they resolved; via email, phone or in writing? *The vendor responds with an explanation of the incident reported and forwards to the Purchasing Department and Division of Transportation.*

Are service complaints kept on file? For how long? *Yes, complaints are kept within the vendor contract files for individual vendors. Internal complaints are filed with office staff and are kept for two years.*

Are service complaints reviewed to ensure that they are not **Title VI discrimination** complaints? *Yes, Title VI discrimination would be cause for immediate concern/action; none have been received to date.*

Is there a process to classify complaints by type? (Service must be provided to all in an equitable manner regardless of race, color or national origin.) *Yes, depending upon the type of complaint (i.e., ADA, harassment, etc.), the complaint is then forwarded to appropriate County officials designated to handle specific complaints.*

How are ADA related transportation service related complaints resolved? *ADA complaints would also be cause for immediate concern/action. None have been received to date. ADA-related complaints received would be forwarded to Gloucester County's Title VI Compliance Officer if the issue could not be handled at the Department Level. The County Compliance Officer would look into the matter to see how the complaint could be resolved and if County Counsel would need to provide advice.*

The Gloucester County Title VI Compliance Officer held a series of management training sessions to review the process of handling ADA, and or potential, ADA related complaints. These training sessions advised county managers to be more aware and proactive in dealing with ADA complaints.

SECTION III - A

VEHICLE INVENTORY – ONLY SECTION 5311 FUNDED - Submit a current inventory of all vehicles purchased with Section 5311 funds (fully or partially funded). Include any Section 5311 vehicles retired between July 1, 2011 and June 30, 2012.

ARRA Section 5311 Vehicles (from 2009 funding)

<u>DTS #</u>	<u>Description</u>	<u>Veh. Type</u>	<u>Lic. #</u>	<u>VIN #</u>	<u>Mileage</u>	<u>Cost</u>
#47	2011 CHEVY GOSHEN BUS	28+2FWC	Z208CG	5WEASAAM8BH354310	4,603	\$115,700
#48	2011 FORD SENATOR E-350	12+2FWC	CG6AAJ	1FDEE3FSXBCA63552	5,131	\$ 45,700

NJ TRANSIT has obtained grant funds pursuant to the FTA's **American Recovery and Reinvestment Act (ARRA) of 2009**, funds are allocated for Transit Capital Assistance under Section 5311 Non-Urbanized Area Formula Program to purchase motor vehicles ("equipment") for the provision of transportation services to rural residents of the State of New Jersey. For those subrecipients who received **ARRA (Section 5311)** vehicle(s) you must include those vehicles in this inventory. **To date the following have received ARRA vehicles and S5311 funded vehicles – these applicants must provide a inventory with their Section 5311 vehicles listed: Atlantic County, SCUCS, Hunterdon, Monmouth, Somerset, Mercer, Gloucester, Salem, Cumberland, Warren, West Milford and Sussex.**

A yearly certificate of insurance must be sent to NJ TRANSIT for all active Section 5311 vehicles.

ATTACHED ORIGINAL + COPY CERTIFICATE OF INSURANCE
ATTACHED TWO PAGES OF ALL GLOUCESTER COUNTY VEHICLES

The inventory must include

- a. License plate number
- b. VIN number
- c. Mileage
- d. Year of Vehicle (as it appears on the Certificate of Title)
- e. Year of Purchase
- f. Vehicle Manufacturer – (engine manufacturer) - Ford, Cummins, Chrysler, GM, GE, Plymouth, etc.
- g. Vehicle Body – when a chassis or body is altered by another manufacturer (such as Blue Bird, Champion), the company completing the alteration is considered the body manufacturer.
- h. Vehicle Model – the manufacturer's model name and/or number.
- i. Vehicle Type -
 - 1) Bus 30 ft. – large transit bus, 30 passenger
 - 2) Bus < 30 ft. – small transit bus, 24 passenger
 - 3) Bus < 30 ft. – minibus (158" WB)
 - 4) Bus < 30 ft. – extended minibus (176" WB)
 - 5) Sedan/station wagons – Sedan/wagons
 - 6) Van
- j. Vehicle Cost
- k. Grant Year
- l. Location
- m. Use and Condition
- n. In-service Date
- o. Projected Retirement Date – applicant should have vehicle replacement plan
- p. Proposed Disposition Action (Auctioned; Active; Competitive Sale Process, Transferred, Returned to NJ TRANSIT)
- q. Fuel – DF (Diesel); GA (Gas); AF (Alternative Fuel)
- r. Floor Plan – Include # seats; # flips; floptype; # securements
(For example: If you have a vehicle that can seat 14 and has a floor plan that seats 12 ambulatory, has one double flipseat that seats an additional two and one securement position up you would provide information as follows):
 - 1) # seats: 12
 - 2) # flips: 1
 - 3) floptype: (seats one or two) 2
 - 4) # securements: 1
- s. Accessible – LF (low floor); LE (lift-equipped); NA (not accessible)
- t. Other (fill in description)

CERTIFICATE OF INSURANCE

IV-2A(1-96)

**STATE OF NEW JERSEY INSURANCE IDENTIFICATION CARD
OFFICIAL CONFIRMATION OF COVERAGE PROVIDED BY:**

New Jersey Counties Excess Joint Insurance Fund

NAME AND ADDRESS ON REGISTRATION

Self Insured I.D. 3-10

County of Gloucester
PO Box 337
Woodbury, NJ 08096

Effective Date: 1/1/2012

Expiration Date: 1/1/2013

Issued by:

PERMA

250 Pehle Avenue, Suite 701
Saddle Brook, NJ 07663



Applicable with respect to the following Vehicle:

ALL OWNED OR LEASED VEHICLES

Year Model Vehicle I.D. Number

Authorized Representative

See Important Message On Reverse Side - Any alteration will void this card

**VEHICLE INVENTORY LISTS
COUNTY OF GLOUCESTER
DIVISION OF
TRANSPORTATION SERVICES**

SECTION III - B

VEHICLE INVENTORY – COMPLETE FLEET

(Addendum H – REQUIRED)

SEE ATTACHED VEHICLE INVENTORY LISTS

Attach a current inventory list of all vehicles in fleet. If possible, inventory should be sorted by oldest model year listed first. If you are the designated casino revenue fund recipient in your county you can provide the same inventory submitted under that grant program application.

We ask that you highlight the vehicles used in Section 5311 service.

The inventory should include:

- a. License plate number
- b. VIN number
- c. Mileage
- d. Funding Source
- e. Vehicle Manufacturer – (engine manufacturer) - Ford, International, Chrysler, GM, Plymouth, etc.
- f. Vehicle Body – when a chassis or body is altered by another manufacturer (such as Blue Bird, Champion), the company completing the alteration is considered the body manufacturer.
- g. Vehicle Model – the manufacturer's model name and/or number.
- h. Vehicle Type
- i. Vehicle Cost
- j. Grant Year
- k. In-service Date
- l. Projected Retirement date – applicant should have a vehicle replacement plan
- m. Fuel – DF (Diesel); GA (Gas); AF (Alternative Fuel)
- n. Floor Plan – Please include # seats; # flips; fliptype; # securements
(For example: If you have a vehicle that can seat 14 and has a floor plan that seats 12 ambulatory, has one double flipseat that seats an additional two and one securement position up you would provide information as follows:)
 - # of seats: 12
 - # of flips: 1
 - fliptype: (seats one or two) 2
 - # of securements: 1
- o. Accessible – LF (low floor); LE (lift-equipped); NA (not accessible)
- p. Other (fill in description)

DIVISION OF TRANSPORTATION SERVICES
VEHICLE LISTING – APRIL 2012

MANTUA MOTOR POOL

<u>VEHICLE #</u>		<u>SEATS</u>	<u>LICENSE #</u>	<u>SERIAL #</u>	<u>MILEAGE</u>
#24	2005 DODGE WAGON	6	M223CG	1D4GP24R15B246729	139,774
#27	2005 DODGE WAGON	6	M224CG	1DFGP24R85B246730	152,756
#33	2009 ELDORADO BUS	12+1FWC	CG12333	1GBJG316491162228	50,915
#34	2009 ELDORADO BUS	12+1FWC	CG12329	1GBJG316491161329	46,018
#42	2009 CHEVROLET BUS	12+1FWC	V190CG	1GBJG316981188497	63,661
#43	2009 CHEVROLET BUS	12+1FWC	U699CG	1GBJG316281187675	80,015
#46	2008 CHEVROLET BUS	12+1FWC	676CG	1GBJG316481174085	67,750
#48	2011 FORD SENATOR E-350	12+2FWC	CG6AAJ	1FDEE3FSXBCA63552	5,131
#49	2011 FORD E-450	16+2 RWC	CG4AAG	1FD4E4FSXBDA63593	
#73	2006 FORD BUS	12+1FWC	R221CG	1FDXE45P46HB07829	94,060
#77	2007 FORD BUS	14+2RWC	R635CG	1FDXE45P47DA65476	98,108
#78	2008 FORD BUS	12+2RWC	U171CG	1FD3E35P28DA42871	85,070

CLAYTON YARD

<u>VEHICLE #</u>		<u>SEATS</u>	<u>LICENSE #</u>	<u>SERIAL #</u>	<u>MILEAGE</u>
# 2	2007 DODGE WAGON	3	N854CG	1D4GP24E77B203397	69,651
#28	2006 FREESTAR MINI-VAN	6	M663CG	2FMZA51666BA22849	93,443
#30	2009 ElDorado Bus	12+1FWC	CG12330	1GBJG316X91161617	47,391
#31	2009 ElDorado Bus	12+1FWC	CG12331	1GBJG316X91162427	46,118
#32	2009 ElDorado Bus	12+1FWC	CG12332	1GBJG316291162082	35,137
#41	2008 CHEVROLET BUS	12+1FWC	U677CG	1GBJG316X81173913	109,055
#45	2000 DODGE CARAVAN MINIVAN	3	CG20082	2P4GP44R3YR575572	208,576
#47	2011 GOSHEN BUS	28+2FWC	Z208CG	5WEASAAM8BH354310	4,603
#50	2011 SUPREME SENATOR E-450	16+2 RWC	CG6ABG	1FD4E4FS8BDA63592	
#66	2009 GOSHEN BUS	12+2RWC	V382CG	1FDEE35P09DA15677	63,330
#67	2009 GOSHEN BUS	12+2RWC	V381CG	1FDEE35P99DA15676	82,258
#68	2006 FORD BUS	16+2RWC	W754CG	1FDXE45S36HA32934	120,587
#71	2006 BLUEBIRD BUS	22+2	P283CG	1BABDCKA06F227743	70,379
#72	2006 FORD BUS	11+1RWC	E221CG	1FDWE35P46HA69167	85,270
#79	2008 FORD BUS	12+2RWC	U172CG	1FD3E35P48DA42872	99,108

ENTIRE FLEET IS ELIGIBLE FOR EZ PASS – MAKE SURE YOU HAVE TRANSPONDER BEFORE TRIP

BUDD BLVD.

<u>VEHICLE #</u>		<u>LICENSE #</u>	<u>SERIAL #</u>	
# 3	2007 DODGE WAGON	3	N855CG	1D4GP24E97B208898
# 7	2002 FORD TAURUS WAGON	3	G392CG	1FAFP58222A164037
	DAV Van	VA18184		2FMZA51402BA96809

SECTION III - C

NON-VEHICLE INVENTORY – FTA funded non-vehicle inventory, for those subrecipients who have used Section 5307, 5310 and 5311 funds to purchase non-vehicle items. Please list all items purchased, indicate FTA funding source, grant year, item purchased, date of purchase and cost. Include estimated useful life for equipment. **(Addendum I – REQUIRED ONLY IF PURCHASED NON-VEHICLE ITEMS WITH FTA FUNDING)**

To date the following have used S5307, S5310 and S5311 funds to purchase non-vehicle items and must provide non-vehicle inventory: Cumberland, Cape May and Burlington

Example of Addendum I

Funding Source	Grant Yr.	Items Purchased	Date of Purchase	Cost	Useful Life
Section 5311	2009-2010	20 MDTs	May 15, 2010	\$420.00 per item	May 2014.

All items purchased with FTA funding must be tagged with grant year, funding source and date of purchase.

NOT APPLICABLE

SECTION III - C

CAPITAL DISPOSAL – July 1, 2011 – June 30, 2012

1. Did the applicant dispose of or plan to dispose of, any equipment purchased with Section 5307, 5310 or 5311 funds between the period of July 1, 2011 through June 30, 2012?

YES ____ NO ____

If yes, complete the following:

- a. Was any real property, equipment, or supplies removed from service before the end of service life? YES ____ NO ____

If yes, complete the following:

Description of equipment disposed of.

- b. Was NJ TRANSIT notified? YES ____ NO ____

1) Date of notification. _____

2) Amount received if auctioned or sold. \$ _____

3) Supporting documentation submitted? YES ____ NO ____

If no, submit letter requesting disposal, date of auction, verification of funds put back in.

- c. Appraised value of equipment (if vehicle). Provide dollar amount only if vehicle was removed prior to useful life. \$ _____

d. Name of appraiser. _____

SECTION IV - A
MARKETING MATERIALS

Section 5311 transportation services must be advertised and clearly marked as general public service.

Attach Section 5311 marketing materials. (i.e., system brochure, timetables, cable TV ads, advertising, mailings, newspaper articles and copies of website). All marketing materials should provide information for passengers to know their rights and how to file a complaint under Title VI. A sample notice is included as **Addendum D**.

Remember all marketing revisions for services funded through NJ TRANSIT must be reviewed and approved by NJ TRANSIT prior to final printing, regardless of who pays for the printing.

Provide a list of locations of where transportation marketing materials are distributed in the service area, how often are they distributed?



FREE!!

Don't Let Us Pass You By
MONDAY
Effective: January 2012

FREE!!

Mullica Hill.....	9:40AM
Mullica West Apts.....	9:42
Swedesboro.....	9:55
Kingsway Apts.....	10:00
Bridgeport.....	10:10
Repaupo.....	10:15
Gibbstown-Municipal Bldg.....	10:20
Paulsboro-Acme.....	10:25
Homestead @ Harmony.....	10:30
Mickleton (Country Walk Develop.).....	10:35
Clarksboro, Kings Highway.....	10:37
Mt. Royal, Kings Highway.....	10:40
Mantua Kmart.....	10:45
Shop Rite(W.Deptford).....	10:50
Woodbury Court House(by request).....	10:55
Woodbury-Underwood Hospital (by request).....	11:00



RETURN TRIPS

Woodbury-Underwood Hosp. (if dropped off).....	12:45PM
Woodbury (if dropped off).....	12:50
Shop Rite (if dropped off).....	12:55
Mantua Kmart.....	1:00

*PM pick-up will be at location where passengers are discharged in the AM unless operator is informed otherwise by passengers when disembarking in the AM. Passengers will be dropped off in the PM where they boarded in the AM.

Anyone with a disability who is unable to meet the bus along the established route or who wishes to ride in the PM only must call 686-8355 before 4 PM on the previous work day!

If there are any questions please contact Gloucester County Division of Transportation at 686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Transportation open to the general public.

**GLOUCESTER
COUNTY
TRANSPORTATION**

1st & 4th Tuesday



FREE!!

FREE!!

**Don't Let Us Pass You By
1st & 4th TUESDAY
Effective: January 2012**

Mantua- Municipal Bldg.....	09:20AM
Mullica Hill.....	9:33
Mullica West Apts.....	9:35
Swedesboro.....	9:45
Kingsway Apts.....	9:50
Beckett-Village Center.....	9:51
Bridgeport.....	10:00
Gibbstown-Municipal Bldg.....	10:05
Paulsboro.....	10:10
Homestead @ Harmony.....	10:15
Country Walk, Mickleton.....	10:20
Clarksboro, Kings Highway.....	10:25
Mt. Royal Post Office.....	10:30
Walmart.....	10:50



RETURN TRIPS

Walmart.....	12:50PM
Woodbury(if dropped off).....	1:05

*PM pick-up will be at location where passengers are discharged in the AM unless operator is informed otherwise by passengers when disembarking in the AM. Passengers will be dropped off in the PM where they boarded in the AM.

Anyone wishing to ride in the PM only must call 686-8355
before 4 PM on the previous work day!

If there are any questions please contact Gloucester County Division of Transportation at 686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Transportation open to the general public.

January 2012

New Jersey Relay Service—711

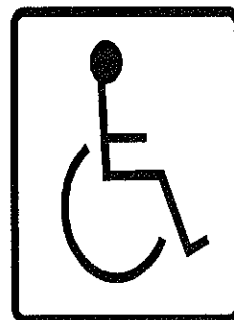


FREE!!

Don't Let Us Pass You By
2nd TUESDAY - 2012

FREE!!

Mantua.....	9:20AM
Mt. Royal.....	9:26
Clarksboro, Kings Highway.....	9:27
Country Way, Kings Highway.....	9:29
Homestead @ Harmony.....	9:30
Paulsboro ACME.....	9:35
Gibbstown-Municipal Bldg.....	9:39
Bridgeport.....	9:47
Beckett.....	9:55
Swedesboro.....	10:05
Kingsway Apts.....	10:10
Mullica Hill West Apts.....	10:20
SHOPPING DESTINATIONS see below.....	10:50



RETURN TRIPS

SHOPPING DESTINATION.....12:50pm

- **January 10th – Mullica Hill Shopping**
 - **February 14th—Target, Mantua**
 - **March 13th – Walmart, Deptford**
 - **April 10th - Mullica Hill Shopping**
 - **May 8th — Target, Mantua**
 - **June 12th —Walmart, Deptford**
 - **July 10th —Walmart, Target, Deptford**
- **August 14th—Mullica Hill Shopping, Shop Rite**
 - **September 11th—Cowtown**
 - **October 9th—Walmart, Target, Deptford**
 - **November 13th—Walmart, Target, Deptford**
- **December 11th—Mullica Hill Shopping, Shop Rite**

PM pick-up will be at location where passengers are discharged in the AM unless operator is informed otherwise by passengers when disembarking in the AM. Passengers will be dropped off in the PM where they boarded in the AM.

Anyone with a disability who is unable to meet the bus along the established route or who wishes to ride in the PM only must call 686-8355 before 4 PM on the previous work day!

If there are any questions please contact Gloucester County Division of Transportation at 686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Transportation open to the general public.

New Jersey Relay Service—711

January 2012

**GLOUCESTER
COUNTY
TRANSPORTATION**

3rd & 5th TUESDAY



FREE!!

FREE!!

**Don't Let Us Pass You By
3rd & 5th TUESDAY
Effective: January 2012**

Mantua- Municipal Bldg.....	09:20AM
Mullica Hill.....	9:33
Mullica West Apts.....	9:35
Swedesboro.....	9:45
Kingsway Apts.....	9:50
Beckett-Village Center.....	9:51
Bridgeport.....	10:00
Gibbstown-Municipal Bldg.....	10:05
Paulsboro.....	10:10
Homestead @ Harmony.....	10:15
Country Walk, Mickleton.....	10:20
Clarksboro, Kings Highway.....	10:25
Mt. Royal Post Office.....	10:30
Deptford Mall.....	10:50



RETURN TRIPS

Deptford Mall.....	12:50PM
Woodbury(if dropped off).....	1:05

*PM pick-up will be at location where passengers are discharged in the AM unless operator is informed otherwise by passengers when disembarking in the AM. Passengers will be dropped off in the PM where they boarded in the AM.

Anyone wishing to ride in the PM only must call 686-8355
before 4 PM on the previous work day!

If there are any questions please contact Gloucester County Division of Transportation at 686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Transportation open to the general public.

January 2012

New Jersey Relay Service—711

FREE!!



FREE!!

Don't Let Us Pass You By
WEDNESDAY

Effective: January 2012

Homestead at Harmony.....	9:40
Swedesboro.....	9:55
Kingsway Apts.....	10:00
Mullica West Apts.....	10:10
Mullica Hill (Rt. 322W. & Rt. 45).....	10:15
Richwood.....	10:20
Sr. Citizen's Center-(Glassboro).....	10:25
Shop Rite.....	10:30
Double Tree.....	10:35
Collegetown-(Glassboro).....	10:40
Holly Dell Dr. – Social Services Office.....	10:45



RETURN TRIPS

HollyDell Dr. (If dropped off).....	12:50PM
Collegetown (If dropped off).....	1:00
Doubletree (If dropped off).....	1:05
Shop Rite (If dropped off).....	1:10
Sr. Citizen's Center (Glassboro).....	1:20

*PM pick-up will be at location where passengers are discharged in the AM unless operator is informed otherwise by passengers when disembarking in the AM. Passengers will be dropped off in the PM where they boarded in the AM.

Anyone with a disability who is unable to meet the bus along the established route or who wishes to ride in the PM only must call 686-8355 before 4 PM on the previous work day!

If there are any questions please contact Gloucester County Division of Transportation at 686-8355. Services sponsored by the Federal Transit Administration, NJ Transit and the Gloucester County Board of Chosen Freeholders.

Transportation open to the general public.

January 2012

New Jersey Relay Service—711

DTS Features

- Non-Emergency Medical Transportation
- Curb-to-Curb transportation
- Access to Health Care Providers
- Feeder Service to NJ Transit bus service
- Modified, Fixed Transportation
- Access to essential personal business appointments (i.e., Social Security Office, Division of Social Services, Housing Authority) on a space available basis
- Rural Shopping
- Employment
- LIFT EQUIPPED BUSES

Personal Care Assistants/companions welcomed, advise when scheduling

Service animals, respirators, and portable oxygen tanks permissible

Other Transit Services:

New Jersey Transit Bus Service
(973)275-5555
www.njtransit.com

Access Link Bus Service
1-800-955-2321

Or TT 1-800-955-6765

www.njtransit.com and click on accessible services

Medicaid clients should call:
LogistiCare 1-866-527-9933

MUNICIPAL SHUTTLE BUS CONTACTS

Clayton.....881-2882 Ext. 122
Deptford.....228-4719
Franklin.....694-1952
Glassboro.....881-1515
Logan.....467-3424 Ext. 9
Mantua.....468-1500 Ext. 700
Monroe.....728-9840
Paulsboro.....423-1500
Pitman.....582-4766
Washington Township.....589-3227
West Deptford.....845-4004 Ext.137
Westville.....456-7785
Woodbury.....853-0892
Woodbury Heights.....848-2832 Ext. 68
Harrison.....478-0824 (for 55+
Active Adult Program)

The Municipal Shuttle Buses are available to the general public at no cost. The service provides Gloucester County residents access to nearby shopping facilities, senior lunch programs and area malls.

Lift equipped buses are available. Consult your municipality for schedule information

Visit us online :

www.gloucestercountynj.gov

GLOUCESTER COUNTY DIVISION OF TRANSPORTATION SERVICES

Serving Senior Citizens And People
With Disabilities Since 1985
Service Also Available To The General
Public Residing In Rural Areas



Service Sponsored by the Gloucester
County Board of Chosen Freeholders

ROBERT M. DAMMINGER
FREEHOLDER DIRECTOR

GIUSEPPE (JOE) CHILA
FREEHOLDER
DEPUTY DIRECTOR

VINCENT H. NESTORE, JR.
FREEHOLDER LIAISON

SECTION IV – B - PUBLIC OUTREACH – Private Sector Outreach

1. In planning public transportation services, private sector providers must be given an opportunity to express their views. How does the subrecipient allow for input on services from private operators in the service area?

SECTION IV – B - PUBLIC OUTREACH - Public Notice Requirement

1. As per the FTA there must be an opportunity for public review and comment for all FTA funded capital projects. To comply with this requirement all Section 5311 subrecipients awarded a capital project (vehicle, mobility management project and/or other capital equipment) must do a public notice in a newspaper soliciting public comment. A public hearing is only required if the capital project has a significant economic, social or environmental impact in the community.

NOT APPLICABLE

If you are receiving “extra” ARRA funded (\$5311 stimulus dollars) vehicle(s) you **MUST** complete the public notice requirement. The following applicants are receiving these vehicles:

Cape May (transit style bus and minibus)	Hunterdon (one transit style bus)
Cumberland (one minibus)	Atlantic (one minibus)
Sussex (one minibus)	Warren (one minibus).

PUBLIC NOTICE

Notice is hereby given that _____ has made application to
Agency Name

NJ TRANSIT for _____ to assist in providing transportation
How many and what type of vehicles

to general public in rural areas of _____, New Jersey. This project will be partially
List areas utilizing vehicle(s)

funded with ARRA funding (FTA 5311) funds under a grant submitted to the Federal Transit Administration.

Any interested party who has a significant, social, economic or environmental interest is invited to provide comments within 30 days to:

(Name of Subrecipient)

(Address)

PLEASE NOTE:

When returning application, please include: Original notarized copies of Public Notices that actually appeared in the newspaper on two separate days. (Raised seal not required as long as the newspapers provide a certification and proof of publication.)

SECTION V A-1

FTA Non-Urbanized Area Formula Program (Section 5311)
July 1, 2012 - June 30, 2013
Project Budget Request

OPERATING	BUDGET REQUEST
Salaries/Fringe Benefits (drivers, mechanics and dispatchers, etc.)	
Licenses and Registration	\$185,994.00
Third Party Contract Services (work & labor provided by outside organizations)	
Maintenance and repairs	
Replacement parts (which do not meet the criteria for capital items)	
Materials consumed (oil, fuel, etc.)	27,000.00
Training/Travel	
Miscellaneous	
TOTAL OPERATING	
(-Fares)	
(-Donation)	
TOTAL OPERATING DEFICIT	\$212,994.00
ADMINISTRATIVE	BUDGET REQUEST
Salaries/Fringe Benefits (project director, secretary, bookkeeper, etc.)	
Standard Overhead/Indirect Costs (as indicated in an approved Cost Allocation Plan)	
Facilities or Equipment Rental	
Third Party Contract Services (audit, legal, marketing, drug & alcohol testing, etc.)	
Office Supplies	
Training/Travel	
Marketing/Advertising (non-contracted)	
Insurance premiums or payments to a self-insurance reserve	
Interest on short-term loans for operating assistance (if approved by NJ TRANSIT)	
Costs for promoting ridesharing, if activity is part of a coordinated public transportation program	
Miscellaneous	
TOTAL ADMINISTRATIVE	
CAPITAL	BUDGET REQUEST
Rolling Stock (<i>NJ TRANSIT procures all rolling stock purchased with FTA funding – subrecipient must provide local match</i>)	N/A
Radios and communication equipment	
Passenger shelters/bus stop signs	
Lifts or Securement Devices	
Vehicle rehabilitation (durable goods, such as spare parts with a unit cost exceeding \$300 and a useful life of more than one year)	
Computer hardware and software	
Construction or rehabilitation of transit facilities including design, engineering, land acquisitions	
Lease of equipment or facilities when lease is more cost effective than purchase	
Miscellaneous	
TOTAL CAPITAL	
GRAND TOTAL	\$212,994.00

SECTION V A-2

July 1, 2012 - June 30, 2013

ONLY FILL IN THIS CHART IF YOU ARE PURCHASING ROLLING STOCK UNDER THIS Section 5311 GRANT.

If you are applying for rolling stock your Section 5311 contract will be reduced for the cost of the vehicle (s). NJ TRANSIT purchases all rolling stock on behalf of our FTA subrecipients. In addition there is a required local match of 10% for capital purchases. The subrecipient is given a choice at time of vehicle purchase to pay the 10% local match either by: 1) being invoiced by NJ TRANSIT for the 10% match or 2) if subrecipient receives SCDRTAP funds we will reduce by budget modification your SCDRTAP contract at time of purchase by an amount equal to the 10% cost of vehicle.

NOT APPLICABLE

COMPLETE THE CHART BELOW INDICATING PEAK VEHICLES AND SPARE RATIO FOR ENTIRE TRANSPORTATION SERVICE.

	Budget Grant Approval (Shows current fleet numbers)	Amount of Change (Shows additions to fleet if expansion)	After Grant Approval (Shows final fleet total after grant is relieved)
I. Active Fleet			
A. Peak Requirement			
B. Spares			
C. Total(A+B)			
D. Spare Ratio(B/A)			
II. Inactive Fleet			
A. Contingency Reserve			
B. Pending Disposal			
C. Total (A+B)			
III. Total Fleet			
(IC + IC)			

SECTION II. C. FLEET REPLACEMENT

If Section 5311 vehicle being purchased is for replacement fill in this section, regardless of funding source.

FLEET REPLACEMENT

Listing of Vehicles to be Replaced

Make/Model:

Year of Manufacture:

Vehicle I.D. Number (VIN):

Month/Year Placed in Revenue Service:

Accumulated Revenue Miles:

Estimated Month/Year to be Taken Out of Revenue Service:

Condition:

Original Grant Purchased Under:

SECTION V - B

INDIRECT ADMINISTRATIVE COSTS

NOT APPLICABLE

Applicants who plan to charge indirect cost to the grant under operating must complete this section.

A cost allocation plan is required to support the distribution of indirect administrative costs related to the grant program.

If you are going to charge indirect cost for the first time you must submit a approved current indirect cost plan with this application.

Has your indirect cost plan been approved by a federal agency other then the FTA?

YES____ **NO**____

If yes, please name the agency:_____

If the plan has not been approved by a federal agency we will have to get FTA approval before you can charge indirect costs to this grant.

If you are currently charging indirect costs to Section 5311, the applicant must resubmit the plan for approval in any of the following circumstances:

Has the applicant made a change in its accounting system and/or cost rate proposed methodology, thereby affecting the previously approved cost allocation plan/indirect cost rate and its basis of application? **YES** ____ **NO** ____

Has the applicant's proposed cost allocation plan/indirect cost rate exceeded the amounts approved previously by more than 20 percent? **YES** ____ **NO** ____

If yes, submit a copy of the cost allocation plan.

SECTION V - C

CURRENT THIRD PARTY CONTRACTING JULY 1, 2011– JUNE 30, 2012

Refer to line item

Submit list of **all** transit-related third party purchase orders and contracts that were funded by this grant in the current contract year (i.e., transportation services, computer routing services, dispatching, auditing, drug and alcohol testing, legal, marketing, maintenance, materials consumed) to a third party.

NOT APPLICABLE – NO THIRD PARTY CONTRACTING UNDER THIS GRANT

<u>Bid/RFP/State</u> <u>Contract</u>	<u>Name/</u> <u>Type of Service</u>	<u>Functions</u>	<u>Actual</u> <u>Term of</u> <u>Contract</u>	<u>Estimated</u> <u>Budget</u>
---	--	-------------------------	---	---

Third Party contracts must include applicable federal clauses. All vendors with multiyear contracts under FTA programs must sign the Lobbying Certifications, and NJT vendor ethics form yearly.

All of the above noted items must be submitted to NJ TRANSIT as required for reimbursement under program.

SECTION V – D

ANTICIPATED THIRD PARTY CONTRACTING JULY 1, 2012 – JUNE 30, 2013

If the applicant is planning to contract out services under this grant, list all **proposed** services to be contracted out (i.e., transportation services, computer routed services, dispatching, auditing, drug and alcohol testing, legal, marketing, maintenance, materials consumed) to a third party.

NOT APPLICABLE – NO THIRD PARTY CONTRACTING UNDER THIS GRANT

Anticipated Bid/RFP/State <u>Contract Date</u>	Name/ <u>Type of Service</u>	<u>Functions</u>	Projected Term of <u>Contract</u>	Estimated <u>Budget</u>
---	---	-------------------------	--	------------------------------------

Third Party contracts must include applicable federal clauses. All vendors with multiyear contracts under FTA programs must sign the Lobbying Certifications, and NJT vendor ethics form yearly.

All of the above noted items must be submitted to NJ TRANSIT as required for reimbursement under program.

SECTION V - E

1. FINANCIAL MANAGEMENT SYSTEMS

1. Does the applicant have fiscal control and accounting procedures sufficient to
 - a. Permit the preparation of reports necessary to comply with program and statutory requirements. YES X NO
 - b. Permit the tracking of funds to ensure that funds have not been used in violations of restrictions and prohibitions applicable to program.
YES X NO
2. Please describe accounting system used. *Edmunds & Associates is the financial program used by the County of Gloucester. Payroll and Financial Database are through the County of Gloucester.*
3. Do you keep separate accounting records for this project? YES X NO

2. SUSPENSION/DEBARMENT

It is the Section 5311 subrecipient's responsibility to ensure that none of their third party contractors are debarred, suspended, ineligible or voluntarily excluded from participation in FTA funded projects. **NOT APPLICABLE**

Has the required suspension/debarment clause been included in bid specs (services or capital) and the final contract for all third party contracts over \$25,000 utilizing FTA Section 5311 funds?

YES NO

Prior to entering into third party contracts over \$25,000 (services or capital) must review the website Excluded Party Listing System (<http://epls.gov>). Did you review this website prior to entering in a third party contract over \$25,000 utilizing FTA Section 5311 funds? ***(Subrecipient should print screen which would show date website was checked.)***

YES NO

SECTION V – F: LOCAL IN-KIND MATCH and MATCH SOURCE

**VERIFICATION OF JULY 1, 2011 – JUNE 30, 2012
LOCAL IN-KIND MATCH CONTRIBUTION**

If a current Section 5311 grant subrecipient (for the period July 1, 2011 through June 30, 2012) please show in-kind match contribution - amount and source(s), if any:

Total Amount \$53,248.50 Source(s): Fringe Benefits

Submit documentation (i.e., ledger sheet, or proof of funds set aside, etc.) showing local in-kind match contribution was made for current grant year.

Documentation must be submitted by applicants who indicated they would be providing an in-kind match in period July 1, 2011 through June 30, 2012.

LOCAL MATCH DOLLARS

Please provide breakdown of proposed match dollars for 2012-2013 contract year:

FUNDING MATCH SOURCE	MATCH AMOUNT
Local Funds: (list)	\$53,248.50
State Funds: (list) (i.e. Human Service funding)	
Revenue Contracts (list) (i.e. vehicle advertising contracts list indicate revenue source/contracts used as match)	
SCDRTAP funding	
In-Kind (list)	
Other specify	
Other specify	
Other specify	

The application/contract resolution should state the amount and source of local match to be provided.

SECTION V – G: D-U-N-S Number Requirement

The Federal Funding Accountability and Transparency Act (FFATA) of 2006 and subsequent 2008 amendments requires information disclosure of entities (including public bodies) receiving Federal funding through Federal awards. The intent of FFATA is to empower every American with the ability to hold the government accountable for each spending decision. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) to be made available to the public via a single, searchable website, which is www.USASpending.gov. Agencies/public bodies' receiving Federal grant awards of \$25K or more made on or after October 1, 2010 are required to be reported on this website by the Federal governmental entity approving the grant.

All subrecipients of FTA grant funding must acquire a D-U-N-S number, this number is a unique, non-indicative 9-digit identifier issued and maintained by Duns and Bradstreet (D&B), this number is provided free for all subrecipients required to register under this Federal requirement. D&B assigns D-U-N-S numbers for each physical location of a business, non-profit or government entity. To obtain your free required D-U-N-S number go to <http://www.dnb.com/> follow instructions for obtaining number.

List your 9-digit D-U-N-S number #967221321

SECTION VI - A

**JULY 1, 2012 – JUNE 30, 2013 COVER LETTER
(SAMPLE COVER LETTER BELOW)**

May 2, 2012

Marianne Stock, Senior Director
NJ TRANSIT
Community Mobility and Local Programs
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Stock:

The County of Gloucester is hereby applying for a grant under FTA Section 5311 of the Federal Transit Act, as amended. The approval of this grant will enable public transportation services to be available to the small urban and rural residents of our service area.

County of Gloucester Division of Transportation Services (DTS) is requesting NON-OPERATING AND/OR OPERATING ASSISTANCE for the period July 1, 2012 – June 30, 2013. The total amount of federal and state funds requested is as follows:

2012-2013 NEW ALLOCATION

	OPERATING	NON-OPERATING
FTA Section 5311 Funds:	<u>\$106,497.00</u>	<u>None</u>
State match funds:	<u>53,248.50</u>	<u></u>
Local match funds:	<u>53,248.50</u>	<u></u>
Total:	<u>\$212,994.00</u>	<u></u>

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, contact Rick DeCosta, Coordinator of Special Transportation, at 856-686-8355.

Sincerely,
Signature of Authorized Representative _____
Title Freeholder Director _____ Robert M. Damminger

SECTION VI – B

SPECIAL SECTION 5333(b) WARRANTY FOR APPLICATION TO THE SMALL AND URBAN RURAL PROGRAM

The attached Special Warranty and the procedures incorporated therein represent the understandings of the Department of Labor and the Department of Transportation with respect to the formula Grant Program for Areas Other Than Urbanized Areas (C.F.R. U.S.C. Section 5311)

The Department of Transportation will make this Special Warranty a part of the contract of assistance between the U. S. Department of Transportation and each state agency designated to receive and administer funds under Section 5311 of the Urban Mass Transportation Act of 1964, as amended.

The Secretary of Labor has found that the terms and conditions of the Special Warranty meet the requirements of Section 5333(b) of the Urban Mass Transportation Act of 1964, as amended. Accordingly, the Secretary of Labor hereby makes the certification that inclusion of these terms and conditions in formula grant contract for small urban and rural program grants meets the requirements of Section 5311 of the Urban Mass Transportation Act of 1964, as amended.

A. General Application

The Public Body (A) agrees that, in the absence of waiver by the Department of Labor, the terms and conditions of this warranty, as set forth below, shall apply for the protection of the transportation related employees of any employer providing transportation services assisted by the Project (Recipient), and the transportation related employees of any other surface public transportation providers in the transportation service area of the project.

The Public Body shall provide to the Department of Labor and maintain at all times during the Project an accurate, up-to-date listing of all existing transportation providers which are eligible Recipients of transportation assistance funded by the Project, in the transportation service area of the Project, and any labor organizations representing the employees of such providers.

Certification by the Public Body to the Department of Labor that the designated Recipients have indicated in writing acceptance of the terms and conditions of the warranty arrangement will be sufficient to permit the flow of Section 5311 funding in the absence of a finding of non-compliance by the Department of Labor.

B. Standard Terms and Conditions

The Project shall be carried out in such a manner and upon such terms and conditions as will not adversely affect employees of the Recipient and of any other surface public transportation provider in the transportation service area of the Project. It shall be an obligation of the Recipient and any other legally responsible party designated by the Public Body to assure that any and all transportation services assisted by the Project are contracted for and operated in such a manner that they do not impair the rights and interest of affected employees. The term a Project, as used herein, shall not be limited to the particular facility, service, or operation assisted by Federal funds, but shall include any changes, whether organizational, operational, technological, or otherwise, which are a result of the assistance provided. The phrase "as a result of the Project," shall when used in this arrangement, include events related to the Project occurring in anticipation of, during, and subsequent to the Project and any program of efficiencies or economies related thereto; provided, however, that volume rises and falls of business, or changes in volume and character of employment brought about by causes other than the Project (including any economies or efficiencies unrelated to the Project) are not within the purview of this arrangement.

An employee covered by this arrangement, who is not dismissed, displaced or otherwise worsened in his position with regard to his employment as a result of the Project, but who is dismissed, displaced or otherwise worsened solely because of the total or partial termination of the Project, discontinuance of Project services, or exhaustion of Project funding shall not be deemed eligible for a dismissal or displacement allowance within the meaning of paragraphs (6) and (7) of the Model agreement or applicable provisions of substitute comparable arrangements.

(a) Where employees of a Recipient are represented for collective bargaining purposes, all Project services provided by that Recipient shall be provided under an in accordance with any collective bargaining agreement applicable to such employees which is then in effect.

SECTION VI – B (continued)

SPECIAL SECTION 5333(b) WARRANTY FOR APPLICATION TO THE SMALL AND URBAN RURAL PROGRAM

- (b) The Recipient or legally responsible party shall provide to all affected employees sixty (60) days notice of intended actions which may result in displacements or dismissal or rearrangements of the working forces. In the case of employees represent by a union, such notice shall be provided by certified mail through their representatives. The notice shall contain a full and adequate statement of the proposed changes, and an estimate of the number of employees affected by the intended changes, and the number and classifications of any jobs in the Recipient=s employment available to be filled by such affected employees
- (c) The procedures of this subparagraph shall apply to cases where notices involve employees represented by a union for collective bargaining purposes. At the request of either the Recipient or the representatives of such employees' negotiations for the purposes of reaching agreement with respect to the application of the terms and conditions of this arrangement shall commence immediately. If no agreement is reached within twenty (20) days from the commencement of negotiations, any party to the dispute may submit the paragraph (4) of this warranty. The foregoing procedures shall be complied with and carried out prior to the institution of the intended action.

For the purpose of providing the statutory required protections including those specifically mandated by Section 5333(b) of the Act, the Public Body will assure as a condition of the release of funds that the Recipient agrees to be bound by the terms and conditions of the National (Model) Section 5333(b) Agreement executed July 23, 1975, identified below², provided that other comparable agreements may be substituted therefore, if approved by the Secretary of Labor and certified for inclusion in these conditions.

Any dispute or controversy arising regarding the application, interpretation, or enforcement of any of the provisions of this arrangement which cannot be settled by and between the parties at interest within thirty (3) days after the dispute or controversy first arises, may be referred by any such party to any final and binding disputes settlement procedure acceptable to the parties, or in the event they cannot agree upon such procedure, to the Department of Labor or an impartial third party designated by the Department of Labor for final and binding determination. The compensation and expenses of the impartial third party, and any other jointly incurred expenses shall be borne equally by the parties to the proceeding and all other expenses shall be paid by the party incurring them.

In the event of any dispute as to whether or not a particular employee was affected by the Project, it shall be his obligation to identify the Project and specify the pertinent facts of the Project relied upon. It shall then be the burden of either the Recipient or other party legally responsible for the application of these conditions to prove that factors other than the Project affected the employees. The claiming employee shall prevail if it is established that the Project had an effect upon the employee even if other factors may also have affected the employee.

The Recipient or other legally responsible party designated by the Public Body will be financially responsible for the application of these conditions and will make the necessary arrangements so that any employee covered by these arrangements, or the union representative of such employee, may file claim of violation of these arrangements with the Recipient within sixty (60) days of the date he is terminated or laid off as a result of the Project, or within eighteen (5311) months of the date his position with respect to his employment is otherwise worsened as a result of the Project. In the latter case, if the events giving rise to the claim have occurred over an extended period, the 18-month limitation shall be measured from the last such event. No benefits shall be payable for any period prior to six (6) months from the date of the filing of any claim.

Nothing in this arrangement shall be construed as depriving any employee of any rights or benefits which such employee may have under existing employment or collective bargaining agreements, nor shall this arrangement be deemed a waiver of any rights of any union or of any represented employee derived from any other agreement or provision of federal, state or local law.

In the event any employee covered by these arrangements is terminated or laid off as a result of the Project, he shall be granted priority of employment or reemployment to fill any vacant position within the control of the Recipient for which he is, or by training or retraining within a reasonable period can become qualified. In the event training or retraining is required by such employment or reemployment, the Recipient or other legally responsible party designated by the Public Body shall provide, or provide for, such training or retraining at no cost to the employee.

SECTION VI – B (continued)

SPECIAL SECTION 5333(B) WARRANTY FOR APPLICATION TO THE SMALL AND URBAN RURAL PROGRAM

The Recipient will post, in a prominent and accessible place, a notice stating that the Recipient has received federal assistance under the Urban Mass Transportation Act and has agreed to comply with the provisions of Section 5333(b) of the Act. This notice shall also specify the terms and conditions set forth herein for the protection of employees. The Recipient shall maintain and keep on file all relevant books and records in sufficient details as to provide the basic information necessary to the proper application, administration, and enforcement of these arrangements and to the proper determination of any claims arising thereunder.

Any labor organization which is the collective bargaining representative of employees covered by these arrangements, may become a party to these arrangements by serving written notice of its desire to do so upon the Recipient and the Department of Labor. In the event of any disagreement that such labor organization represents covered employees, or is otherwise eligible to become a party to these arrangements, as applied to the Project, the dispute as to whether such organization shall participate shall be determined by the Secretary of Labor.

In the event the Project is approved for assistance under the Act, the foregoing terms and conditions shall be made part of the contract of assistance between the federal government and the Public Body or Recipient of federal funds; provided, however, that this arrangement shall not merge into the contract of assistance, but shall be independently binding and enforceable by and upon the parties thereto, and by any covered employee or his representative, in accordance with its terms, nor shall any other employee protective agreement merge into this arrangement, but each shall be independently binding and enforceable by and upon the parties thereto, in accordance with its terms.

C. Waiver

As a part of the grant approval process, either the recipient or other legally responsible party designated by the Public Body may in writing seek from the Secretary of Labor a waiver of the statutory required protections. The Secretary will waive these protections in cases, where at the time of the requested waivers, the Secretary determines that there are no employees of the Recipient or of any other surface public transportation providers in the transportation services area who could be potentially affected by the Project. A 30-day notice of proposed waiver will be given by the Department of Labor and in the absence of timely objection; the waiver will become final at the end of the 30-day notice period. In the event of timely objection, the Department of Labor will review the matter and determine whether a waiver shall be granted. In the absence of waiver, these protections shall apply to the Project.



5333(b) CERTIFICATION LETTER

Date: May 2, 2012

Marianne Stock, Senior Director
NJ TRANSIT
Community Mobility and Local Programs
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Stock:

The County of Gloucester has made application to NJ TRANSIT and the Federal Transit Administration pursuant to Section 5311 of the Federal Transit Act, as amended for a mass transportation grant to assist in the reimbursement of operating and/or non-operating expenses for the period July 1, 2010 to June 30, 2011.

The County of Gloucester Division of Transportation Services agrees that, in absence of a waiver by the Department of Labor the terms and conditions of the Special Section 5333(b) Warranty shall apply for the protection of the employees of any employer providing transportation service assisted by the Project, and the employees of any other surface public transportation providers which are eligible recipients, in the transportation service area of the Project. The Warranty arrangement shall be made part of the contract of assistance and shall be binding and enforceable by and upon the parties thereto, by any covered employee or his representative.

Additionally, pursuant to Section (A) of the Special Section 5333(b) Warranty, included with this submission is a listing of all transportation providers in the geographic area of our project and any labor organizations representing the employees of such providers.

Sincerely,

Signature of Authorized Representative _____
Robert M. Damminger

Title Freeholder Director

BOARD OF
CHOSEN FREEHOLDERS
COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Vincent H. Nestore, Jr.



DEPARTMENT OF HUMAN
SERVICES

DIVISION OF
TRANSPORTATION
SERVICES

DIRECTOR
Lisa Cerny

COORDINATOR
Rick DeCosta

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.gloucestercounty.nj.gov

New Jersey Relay Service - 711
Or Toll Free @ 1.800.852.7897

LISTING OF OPERATORS AND UNION REPRESENTATIVES

As part of the 5333(b) warranty process applicants must submit an accurate and up-to-date listing of all existing transportation providers in the Section 5311 service area of the project. Applicants must also include any labor organizations representing such providers. A complete statewide list (ADDENDUM C) is submitted by NJ TRANSIT to the US Department of Labor. Do not include NJ TRANSIT as a transportation provider in your area.

To complete the table below please refer to the information on your county provided to the Department of Labor table we have provided with this application's cover letter. Please review **ADDENDUM C** for operator and union information currently on file.

Submit any changes on the chart below, (include any additions, deletions or changes to the transportation providers listed in ADDENDUM C – do not retype information from ADDENDUM C).

To assist you we also included a list of major private for-profit transportation providers in the state on **ADDENDUM A**. Take note that other organizations including taxi and private non-profit organizations may provide transportation and have union representation as well and should be listed.

APPLICANT: County of Gloucester, Division of Transportation Services

Note to applicant – include your county and indicate if there is a driver union.

Include changes only to ADDENDUM C in table below. Note if a (D)eleation, (A)ddition or (C)hange to Addendum by adding a (D), (A) or (C) after the name of the provider in the first column.

Other Transportation Providers in Section 5311 Service Area	Name of Union	Union Address	Union Phone Number	E-Mail Address of Union
North Connections Logistics, Inc./4107 Sylon Blvd. Hainesport, NJ 08036	None			
Rowland Transportation 425 Raritan Street Camden, NJ 08105	None			
Suburban Taxi Company Woodbury area 845-9451	None			

SECTION VI - E

APPLICANT AUTHORIZING AND SUPPORTING RESOLUTION

The applicant must attach an **authorizing resolution**.

The applicant must also attach a **supporting resolution** in the application if any portion of the Applicant's local match comes from another organization, municipality, government entity or other funding source.

SAMPLE TEXT FOR AUTHORIZING RESOLUTION

Resolution authorizing the filing of an application to NJ TRANSIT and the Department of Transportation, United States of America, on behalf of (applicant) for a grant under the Federal Transit Act, as amended.

WHEREAS, the Secretary of Transportation is authorized to make grants for a general public transportation program of projects in other than urbanized areas under Section 5311 of the Federal Transit Act, as amended;

WHEREAS, the grant for financial assistance will impose certain obligations upon the Subrecipient (Legal County of Gloucester), including the provision of the local share of the project costs in the program;

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1965, that in connection with the filing of an application for assistance under the Federal Transit Act, as amended, the Subrecipient gives an assurance that it will comply with Title VI and EEO requirements of the Civil Rights Act of 1964 and U.S. Department of Transportation requirements; and

WHEREAS, the Subrecipient is required to adhere to the requirements as specified in the U.S. Department of Transportation's Minority Business Enterprise (MBE) regulation set forth in 49 C.F.R. Part 23, Subpart D.

NOW, THEREFORE, BE IT RESOLVED BY (Name of Governing Body)

1. That (Title of Applicant's Designated Official) is authorized to execute and file an application on behalf of Subrecipient (Legal County of Gloucester) with NJ TRANSIT who as the Designated Recipient will apply to the U.S. Department of Transportation requesting aid in the financing of administration, capital and/or operating assistance projects pursuant to Section 5311 of the Federal Transit Act, as amended.
2. That (Title of Applicant's Designated Official) is authorized to execute and file with such applications and assurance or any other document required by the U.S. Department of Transportation effectuating the purposes of Title VI and EEO requirements of the Civil Rights Act of 1964.
3. That (Title of Applicant's Designated Official) is authorized to set forth and execute affirmative minority business policies pursuant to 47 C.F.R. Part 23, Subpart D.
4. That (Title of Authorized Representative) is authorized to furnish such additional information as the U.S. Department of Transportation may require in connection with the application.
5. That (Title of Applicant's Designated Official) is authorized to execute grant agreements on behalf of Legal County of Gloucester for aid in the financing of the administration, capital and/or operating assistance.
6. That (Governing Body of Applicant) hereby authorize the amount of (\$ amount) be obligated as the local share required under the provisions of the grant application.

RESOLUTION AUTHORIZING THE COUNTY OF GLOUCESTER TO FILE AN APPLICATION WITH NJ TRANSIT AND THE DEPARTMENT OF TRANSPORTATION, UNITED STATES OF AMERICA, FOR A GRANT UNDER THE FEDERAL TRANSIT ACT (FTA) TO RECEIVE FY'2013 SECTION 5311 RURAL TRANSPORTATION GRANT FUNDS FOR THE PERIOD BEGINNING JULY 1, 2012 AND ENDING JUNE 30, 2013 IN THE TOTAL AMOUNT OF \$212,994.00

WHEREAS, the Secretary of Transportation is authorized to make grants for a general public transportation program of projects in other than urbanized areas under Section 5311 of the Federal Transit Act, as amended; and

WHEREAS, in that regard the Gloucester County Department of Human Services, Division of Transportation Services desires to submit a grant application to NJ Transit, Office of Services Contracts, Local program Support Unit for funding relative to the 5311 Rural Transportation Grant; and

WHEREAS, this funding shall be specifically for transportation services to include bus transportation and demand-responsive transportation to rural residents within the County to work or other activities; and

WHEREAS, the grant for financial assistance will impose certain obligations upon the Sub-recipient, County of Gloucester, including the provision of the local share of the projects costs in the program; and

WHEREAS, it is required by the U.S. Department of Transportation in accordance with the provisions of Title VI of the Civil rights Act of 1965, that in connection with the filing of an application for assistance under the Federal Transit Act, as amended, the Sub-recipient shall give an assurance that it will comply with Title VI and EEO requirements of the Civil Rights Act of 1964 and U.S. Department of Transportation requirements; and

WHEREAS, the County of Gloucester as Sub-recipient is required to adhere to the requirements as specified in the U.S. Department of Transportation's Minority Business Enterprise (MBE) regulation set forth in 49 C.F.R. Part 23, Subpart D.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that:

1. The Freeholder Director and Clerk of the Board are hereby authorized to execute and file an application on behalf of the County of Gloucester with NJ Transit, who as the Designated Recipient, will apply to the U.S. Department of Transportation requesting aid in the financing of administration and operating assistance projects pursuant to Section 5311 of the Federal Transit Act, as amended.

The Director and Clerk of the Board are authorized to execute and file
this resolution on behalf of the Board of Chosen Freeholders of the County of Gloucester.



BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER

May 3, 2012

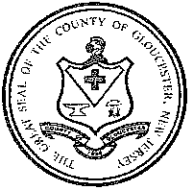
FREEHOLDER DIRECTOR
Robert M. Damming

COUNTY COUNSEL
Matthew P. Lyons

Phone: 856.384.6899
Fax: 856.384.6894

FIRST ASSISTANT
COUNTY COUNSEL
Thomas G. Campo

Phone: 856.384.6943
Fax: 856.384.6894



countycounsel@co.gloucester.nj.us

ASSISTANT
COUNTY COUNSEL
Anthony J. Fiola

Phone: 856.384.6892
Fax: 856.384.6894

ASSISTANT
COUNTY COUNSEL
August E. Knestaut

Phone: 856.384.6884
Fax: 856.384.6894

ASSISTANT
COUNTY COUNSEL
Emmett E. Primas, Jr.

Phone: 856.384.6892
Fax: 856.384.6894

2 South Broad,
2nd Floor
Woodbury, NJ 08096

New Jersey Relay Service -- 711

County of Gloucester
Attn: Mr. Rick DeCosta
Division of Transportation Services
115 Budd Boulevard
West Deptford, NJ 08096

Dear Mr. DeCosta,

This communication will serve as the requisite opinion of counsel to be filed with NJ TRANSIT in connection with the application of County of Gloucester for financial assistance pursuant to the provisions of Section 5311 of the Federal Transit Act, as amended for administration, capital, and operating assistance project(s). The legal authority for County of Gloucester, Division of Transportation Services, ability to carry out administration, capital and/or operating assistance projects directly, by lease, contract, or otherwise is set forth below:

1. County of Gloucester, Division of Transportation Services, is authorized by the Gloucester County Board of Chosen Freeholders to provide and assist public transportation by acquisition, construction and operation of existing or additional transit facilities. This assistance may be provided directly by the Gloucester County Division of Transportation, under the Department of Human Services, or by agreements with other parties.
2. The authority of County of Gloucester to provide funds for the local share of the project is set forth in a Resolution passed by County Board of Chosen Freeholders, and under N.J.S.A. 40:9-C-1 et seq. and N.J.S.A. 23-5.3.
3. I have reviewed the pertinent Federal, State, and local laws, and I am of the opinion that there is no legal impediment to Gloucester County making applications for **Section 5311 assistance**. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action which I am aware of, which might in any way adversely affect the proposed project in the program or the ability of County of Gloucester, to carry out such projects in the program.

Sincerely,

Thomas G. Campo
First Assistant County Counsel

TGC/kad

SECTION VI - G

ADA REQUIREMENTS – Section 5311 is for general public transportation you must comply with the following ADA Requirements.

1. Complete the following - to verify compliance.

- a. **Announcements on Vehicles** – On fixed route systems subrecipients must announce stops at transfer point, major intersections and destination points, at adequate intervals along a route and an individual stop upon request. This requirement must be noted in driver manual.
YES X NO N/A
- b. **Vehicle Destination Signage** - For vehicles used in fixed and deviated fixed route signage showing route and destination used in fare services
YES NO N/A X
- c. **Vehicle Identification Mechanisms** - Whether automatic voice enunciator or driver indicates stop, there needs to be a way for passengers with visual impairments waiting at a stop to know what bus has arrived. Required on routes where multiple vehicles serve the same stop, but suggest done at all times as a common passenger courtesy.
YES X NO N/A
- d. **Service animals** – Subrecipients must permit service animals to accompany individuals with disabilities on vehicles. This requirement must be noted in driver manual and service brochure/timetable.
YES X NO
- e. **Lift and Securement use** – Subrecipients providing transportation must have securements for mobility devices on vehicles. Subrecipients cannot deny service to passengers whose mobility devices cannot be secured on vehicle. Subrecipients may not require a passenger using a mobility device to transfer to another seat. Staff must provide assistance upon request or as necessary with lifts, ramps and securement systems. Subrecipients must permit individuals with disabilities who do not use a mobility device the use of a lift or ramp; standees are permitted to use these. Under the equivalent facilitation requirements of the ADA, subrecipients cannot require passengers in mobility devices to use a lap belt unless all passengers are required to use one. These requirements must be noted in driver manual.
YES X NO
- f. **Use of accessibility features** – Vehicle operators and other personnel must make use of requirement accessibility-related equipment and features as requested or required by passengers. These requirements must be noted in driver manual.
YES X NO
- g. **Public Information/Communications** – Subrecipients must make service information available in accessible format upon request. This should be noted in service brochure/timetable.
YES X NO
- h. **Lift deployment at any designated stop** – Subrecipients must not refuse to permit a passenger who uses a lift to disembark from vehicles at any designated stop, unless the lift cannot be deployed, the lift will be damaged if it is deployed, or temporary conditions preclude the safe use of the stop by all passengers. These requirements must be noted in driver manual.
YES X NO
- i. **Service to persons using respirators or portable oxygen** - Subrecipients may not deny service to individuals using respirators or portable oxygen. This should be clear in driver manual and service brochure/timetable.
YES X NO

2013 Section 5311 Application

- j. **Adequate time for vehicle boarding/disembarking** – Subrecipients must ensure adequate time for individuals with disabilities to board or disembark a vehicle. This should be clear in driver manual.

YES X NO

- k. **Training** – Subrecipients must provide training to operators of fixed routes and demand responsive service including training for the safe operating of the vehicles and accessibility equipment and the proper treatment of people with disabilities. Drivers and support staff should have regular sensitivity training in addition to other required driver training.

YES X NO

2. Did applicant make reasonable accommodations for the disabled (passenger and/or employee), during the past year in accordance with Title III of the ADA?

YES X NO

If yes, explain.

On Gloucester County's rural shopping bus, clients in wheelchairs are accommodated and secured on wheelchair equipped vehicle. DTS also provides service under a work-related grant, five days per week, to another client who uses a service dog.

SECTION VI - H

EQUAL EMPLOYMENT OPPORTUNITY (EEO)

(To Be Completed By Official EEO Representative)

If applicant employs 50 or more transit-related employees, and receives capital or operating assistance of \$1 million or planning assistance in excess of \$250,000 and must have an EEO Program that has been approved by FTA.

For the period July 1, 2010 through June 30, 2011, answer the following:

1. Is the applicant required to have an EEO Program? YES X NO
2. If yes, does the applicant have an approved program in place?
YES X NO
3. If required, but no program in place, provide estimated date of completion.
Date:
4. Were any complaints received between the period July 1, 2010 and June 30, 2011?
YES NO X

If yes, summarize complaints, any informal or formal EEO complaints (only from transit related employees) received, and describe how these complaints were addressed or resolved.

For continued EEO compliance make sure you post human resource information on Federal EEO requirements in areas where staff congregate including but not limited to – administrative, maintenance facility, driver break room and subcontractor's offices (if subcontracting out services).

SECTION VI – I

TITLE VI

Title VI of the 1964 Civil Rights Act, Section 601 states: No person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial Assistance. The Title VI Circular (4702. 1A) effective May 2007 established new requirements for NJ TRANSIT to document and monitor their FTA subrecipients compliance to Title VI.

PLEASE COMPLETE ALL SIX QUESTIONS. (To Be Completed By Official Title VI Representative)

1. How does the subrecipient notify customers of their rights under Title VI? (Examples of this include having a statement that the subrecipient operates programs without regard to race, color and national origin; inform their passengers how to request more information and how to file a discrimination complaint). This information could be provided on your website and must also be included in some other format such as system maps, agency rider guides, schedules or timetables. Any subrecipient of Federal assistance must have a method for public notification of Title VI rights and procedures that the public may follow to file a Title VI complaint. Subrecipients who provide transportation services must disseminate the following information to their passengers through measures that can include, but cannot be limited to a posting on the agency's website.

**The agency operates transportation programs without regard to race, color, or national origin;*

**The public can request additional information about the subrecipient*

**There are procedures that can be taken if a person feels they have been discriminated against*

A statement is made on the brochure and also maintained within the website indicating compliance with federal rules and regulations that there is no discrimination on the basis of race, relation, color, national or ethnic origin, sexual orientation, age, marital status or disability.

SEE ATTACHED BROCHURE OR gloucestercountynj.gov website

Provide example and/or description of how you provide Title VI notice to passengers of your transportation services. A sample notice is included as **Addendum D**.

2. The subrecipient must have written procedures for receiving, tracking, investigating, responding to Title VI complaints and record keeping of such complaints. Please attach required Title VI complaint procedure or give written description.

The Gloucester County Department of Human Resources is the responsible department within the County of Gloucester to perform activities necessary to ensure the county is in compliance with Title VI. As stated under project contacts, the county has assigned an ADA representative and a Title VI representative to handle Civil Rights compliance issues. Their respective offices should be contacted to provide a summary of compliance activities during the previous contract period.

3. Provide a concise description of any lawsuits or complaints alleging discrimination under Title VI in service delivery of transportation filed against the subrecipient within the past year. Include a statement of status or outcome of each such complaint or lawsuit. (NJ TRANSIT asks to be contacted immediately via phone, email, fax or letter if the subrecipient has received a lawsuit or civil rights complaint.)

There are no lawsuits or complaints alleging discrimination under Title VI regarding service delivery of transportation.

DTS Features

- Non-Emergency Medical Transportation
- Curb-to-Curb transportation
- Access to Health Care Providers
- Feeder Service to NJ Transit bus service
- Modified, Fixed Transportation
- Access to essential personal business appointments (i.e., Social Security Office, Division of Social Services, Housing Authority) on a space available basis
- Rural Shopping
- Employment
- LIFT EQUIPPED BUSES

Personal Care Assistants/companions welcomed, advise when scheduling

Service animals, respirators, and portable oxygen tanks permissible

Other Transit Services:

New Jersey Transit Bus Service
(973) 275-5555
www.njtransit.com

Access Link Bus Service
1-800-955-2321

Or TT 1-800-955-6765

www.njtransit.com and click on accessible services

Medicaid clients should call:
LogistiCare 1-866-527-9933

MUNICIPAL SHUTTLE BUS CONTACTS

Clayton.....881-2882 Ext. 122
Deptford.....228-4719
Franklin.....694-1952
Glassboro.....881-1515
Logan.....467-3424 Ext. 9
Mantua.....468-1500 Ext. 700
Monroe.....728-9840
Paulsboro.....423-1500
Pitman.....582-4766
Washington Township.....589-3227
West Deptford.....845-4004 Ext.137
Westville.....456-7785
Woodbury.....853-0892
Woodbury Heights.....848-2832 Ext. 68
Harrison.....478-0824 (for 55+
Active Adult Program)

The Municipal Shuttle Buses are available to the general public at no cost. The service provides Gloucester County residents access to nearby shopping facilities, senior lunch programs and area malls.

Lift equipped buses are available. Consult your municipality for schedule information

Visit us online :

www.gloucestercountynj.gov

GLOUCESTER COUNTY DIVISION OF TRANSPORTATION SERVICES

Serving Senior Citizens And People
With Disabilities Since 1985
Service Also Available To The General
Public Residing In Rural Areas



Service Sponsored by the Gloucester
County Board of Chosen Freeholders

ROBERT M. DAMMINGER
FREEHOLDER DIRECTOR

GIUSEPPE (JOE) CHILA
FREEHOLDER
DEPUTY DIRECTOR

VINCENT H. NESTORE, JR.
FREEHOLDER LIAISON

2013 Section 5311 Application

4. Use the most recent Census of Population statistics for the **Section 5311 service area** to complete the following table.

ETHNIC GROUP	ACTUAL NUMBER	PERCENT OF TOTAL (100%)
Black(not of Hispanic Origin)		
Hispanic		
Native American Indian or Alaskan Natives		
Asian American Or Pacific Islander		
Non-minorities		
TOTAL		

Note: Total must equal 100%

email
5/7 of
from Milton

5. Limited English Proficiency - (LEP) it is required that all subrecipients ensure access to their transportation programs for those passengers with LEP or those low income passengers. If a plan is not required there must be a written process for how the subrecipient provides access to their transportation program for LEP and low-income populations. Describe the process that is provided for LEP and/or low income populations to find out about and/or use your FTA funded transportation services.

LEP is handled in a variety of ways by the Gloucester County Division of Transportation Services (DTS). The Division of Transportation Services not only has language barriers to address, but also communication barriers due to a disability. DTS transports many residents who are developmentally disabled and have difficulty with verbal communication. DTS staff relies upon various resources to ensure people are not denied access to services due to LEP. Here are resources used by DTS staff.

ParaTrans Plus – this company is located in southern New Jersey and is available to assist agencies/providers by offering translators in most languages.

County staff – There are many county staff persons who are bi-lingual in Spanish and English. DTS is aware of several people who can provide these services when needed. Also, DTS has a Spanish brochure available to the public.

Other Agencies – There are many agencies throughout Gloucester County that assist DTS with language barriers due to limited English and/or a communication deficiency due to a disability. These agencies often act as intermediaries when completing paperwork or calling our office to assist with transportation schedules and/or questions. The Division of Transportation Services works with Gloucester County Education & Disability Services, The Abilities Center of South Jersey and the Gloucester County Association of Retarded Citizens (ARC) to help people with disabilities.

The use of varied resources to address LEP concerns has allowed DTS to operate without disenfranchising our residents.

6. Has the subrecipient sought out and considered the viewpoints of minority, low-income and LEP populations in the course of conducting public outreach and involvement, planning activities? *(Examples public outreach to members of LEP, minority and/or low income populations would include advertising public hearing and customer forums in minority media outlets, holding such meetings at times and locations that are convenient and accessible to low-income and minority communities. Also other suggestions in person community tours, visiting churches and other community based organizations). The purpose of this outreach is to ensure there is a channel for feedback on your transportation services from community groups. Provide examples how outreach was done and dates of outreach.*

DTS addresses the needs of minority, low-income and LEP populations by being an active participant in the community. DTS has maintained a contract with the Division of Social

Services for the past 18 years to provide for the transportation needs of low-income resident. DTS also attends various meetings with groups representing senior citizens, minorities and people with disabilities. This interaction with various groups, along with the dissemination of information, has allowed DTS to be a known resource for disadvantaged residents. In addition, DTS holds an annual public hearing to allow residents to present comments and suggestions on how the transportation network can be improved. DTS has also maintained transportation contracts with one faith based organizations for the past 10 years. These faith based organizations provide transportation services in addition to offering a myriad of services to low-income residents in their respective communities.

SECTION VI - J

FIXED-FACILITY IMPACT ANALYSIS (For construction projects only)

NOT APPLICABLE

The applicant must provide supplemental Title VI submission to the state to document potential impacts of the planned construction projects on the minority population both during construction and post-construction.

1. Describe any significant changes in the use of physical space in the minority area, including increased traffic congestion, reduced dwelling units, increased or decreased commercial usage, additional street crossing for school-age children, reduced accessibility for pedestrian traffic and reduced availability of residential parking.
2. For changes in land use resulting in job loss, indicate the nature and magnitude of offsetting gains, if any. Indicate if no changes are anticipated.
3. Identify number of minority-owned business in affected area and anticipated impact of project activity on business levels.
4. Identify the number and location of minority households and businesses that will require relocation in connection with the projects. Describe the program that will be used to effect the relocation and the expected impacts in terms of distance moved, social and economic impacts.

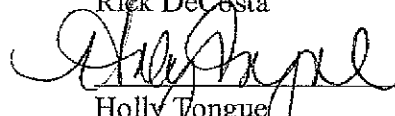
SECTION VI - K

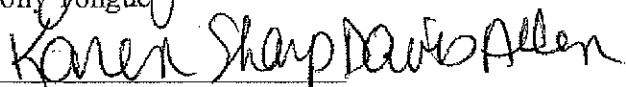
Safety and Security – planning and procedures

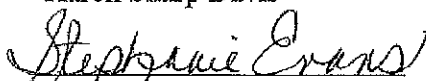
All FTA applicants must demonstrate they have safety and security procedures, this can include but is not limited to: driver safety training, vehicle preventative maintenance, driver pre-trips, security/fire drills, vehicle passenger evacuation drills, working with county/municipal/state Office of Emergency Management (OEM). Please describe your safety and security plans/procedures and indicate if you are part of your local government OEM planning provide details on your department's responsibility.

By signature below, the Division of Transportation Services office employees went over evacuation, fire drill procedures, for Division of Transportation employees on March 14, 2012.

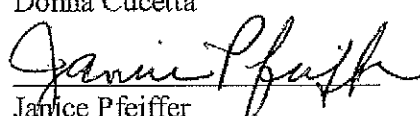

Rick DeCosta

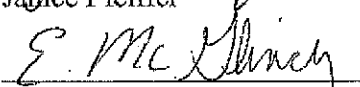

Holly Tongue

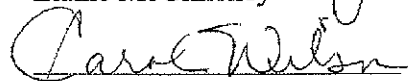

Karen Sharp Davis


Stephanie Evans


Donna Cucetta


Janice Pfeiffer


Elaine McGlinchey


Carol Wilson

GLOUCESTER COUNTY DEPARTMENT OF HUMAN SERVICES
DIVISION OF TRANSPORTATION

VEHICLE # _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
PLEASE FILL IN DATE:							
STICKER READING							
ODOMETER READING							
UNDER HOOD							
ALL FLUIDS (OIL, COOLANT & TRANSMISSION LEVELS)							
BELTS — FRAYED OR BROKEN							
HOSES & CLAMPS							
EXTERIOR							
DIRECTIONAL SIGNAL							
CLEARANCE LIGHTS							
WINDSHIELD (CRACKED OR NOT)							
& MIRRORS							
TIRE CONDITION & PRESSURE							
BODY CONDITION							
WHEELCHAIR LIFT (IF APPLICABLE)							
CLEANLINESS (INSIDE/OUTSIDE)							
INTERIOR							
GAS CARD, REGISTRATION, INSURANCE CARD & DTS INFO							
BRAKES — PEDAL & PARKING							
EMERGENCY EQUIPMENT (FIRST AID KIT & FIRE EXTINGUISHER)							
LIGHTS, HORN & WIPERS							
POST INSPECTION							
DRIVER'S INITIALS (DAILY)							

ADDITIONAL COMMENTS: _____

**GLOUCESTER COUNTY
FLEET MANAGEMENT**

**VEHICLE PREVENTIVE
MAINTENANCE**

GUIDELINES

PASSENGER VEHICLES

March 2012

TABLE OF CONTENTS

Introduction	Page 2
Preventive Maintenance Responsibilities / Procedures	Page 3
Preventive Maintenance / Additional Responsibilities	Page 4
Preventive Maintenance Schedule	Page 5
Wheelchair Lift Maintenance Schedule	Page 5
2012 Approved Vendor Listing	Page 6
Attachments	
❖ Pre-Trip Inspection form	
❖ Request for Repair/Service	
❖ Vehicle Service Record	

INTRODUCTION

Definition of Preventive Maintenance:

The performance of regularly scheduled maintenance procedures on a vehicle to prevent or minimize the possibility of malfunctions.

Gloucester County Fleet Management strives to maintain vehicles within manufacturer's established recommendations to promote vehicle safety for county drivers, passengers of county vehicles and other drivers on the roadways. As part of overall vehicle care, Fleet Management views the proper execution of a preventive maintenance plan as the first line of defense to ensure that vehicles are operating safely and reaching the potential of their useful life.

PREVENTIVE MAINTENANCE RESPONSIBILITIES/PROCEDURES

This document outlines responsibilities and provides procedures to be followed for county employees who have the responsibility to either operate or maintain county vehicles. Below is a summary of responsibilities:

Fleet Management will maintain computerized and paper files for all county vehicles.

Fleet Management will ensure that all vehicles are maintained according to detailed preventive maintenance schedules as outlined within this document.

Each department is responsible for having their drivers complete a pre-trip and post-trip inspection sheet on a daily basis. It is the responsibility of the using department to ensure that these inspections occur and that the paperwork is completed properly.

Each department is required to complete a work order request form (attached hereto) and forward to Fleet management in a prompt manner for all scheduled and non-scheduled work required.

Fleet Management, upon receipt of the work order, will schedule the vehicle for service and remove the vehicle from service until all necessary repair work is completed.

Fleet Management will maintain a thorough maintenance record file for each vehicle. A copy of a vehicle maintenance file is available to the using department upon request.

If certain repair work is required that is outside of Fleet Management's responsibility (ie transmission, body damage)*, Fleet Management staff will have the responsibility to schedule this work on behalf of the department.

*work must be performed by approved vendors established by the Gloucester County Purchasing Department

ADDITIONAL RESPONSIBILITIES

Respective department heads or assigned division heads are required to share the information within this preventive maintenance plan with any county employee who either occasionally or frequently drives county vehicles.

Each department will ensure that county vehicles, used by their departments, are kept clean (interior and exterior) and in good running order.

Fleet Management, in cooperation with various departments, including the Purchasing Department, will ensure that arrangements are made to keep the interior and exterior of vehicles are cleaned on a regular basis.

Completed pre-trip and post-trip inspection sheets will be kept by departments for the vehicles assigned to them. Fleet Management will keep inspection sheets for vehicles under their auspices.

Vehicle maintenance manuals will be kept in the offices of Fleet Management. Owner manuals to vehicles will be kept within the vehicle's glove compartment.

PREVENTIVE MAINTENANCE SCHEDULE

Fleet Management will perform the following work on county vehicles in accordance with manufacturer's recommendations.

Regular (at least every 5000 miles)

- ✓ Clean vehicle interior and exterior
- ✓ Check idle and throttle spring
- ✓ Change engine oil
- ✓ Lubricate chassis
- ✓ Inspect brake system

Regular (at least every 8000 miles)

- ✓ Engine idle speed (diesel)
- ✓ Inspect all drive belts
- ✓ Rotate tires

Annually

- ✓ Flush radiator
- ✓ Replace coolant
- ✓ Service air conditioner
- ✓ Lubricate all door and hood hinges
- ✓ Lubricate door and hood locks
- ✓ Lubricate door rubber weather-strips
- ✓ Clean battery cables

Every 2 years

- ✓ Replace all hoses, more often if necessary

Unscheduled

- ✓ Alternator
- ✓ Starter motor
- ✓ Windshield wiper motor/blades
- ✓ Exhaust system
- ✓ Headlamps, turn signal bulbs, brake lights
- ✓ Vehicle interior
- ✓ Wheelchair lift components
- ✓ Wheelchair restraint components
- ✓ Miscellaneous items from work order reports

Perform lift maintenance at scheduled intervals according to number of cycles or elapsed time, whichever comes first. Correct any potentially dangerous situations at once. (Refer to provided manufacturer literature for more detailed information.)

Daily or 10 Lift Cycles

- Cycle Lift
 - Inspect for worn or loose parts
 - Inspect for smooth operation (both directions)
 - Inspect for capability of holding weight (stand on lift for one complete cycle)
 - Inspect for leaks
 - Listen for unfamiliar noises
 - Check hydraulic fluid
 - Ensure all lights and alarms are functional
-

Monthly or 50 Lift Cycles

- Inspect and lubricate all platform hinges
 - Inspect and lubricate shoe assembly
 - Inspect handles and mounting or pivot pins
 - Inspect cylinder mounting pins/brackets and emergency release pin
 - Inspect stanchion assembly bolts
 - Inspect and lubricate platform pick-up fold bearings
 - Inspect platform assembly
-

Yearly or 1,200 Lift Cycles

- Check manual lift operation (with and without weight on platform)
- Check/replace bushings
- Inspect power cord and connections
- Inspect safety features for proper operation
- Inspect frame for bends, cracks and breaks
- Inspect arm pins/pivot points for excessive wear
- Inspect platform pick-up fold bearings and cam for excessive wear
- Inspect bridge plate and front safety barrier for proper operation
- Ensure all lights and alarms are functional

County of Gloucester

2012 Approved Vendors – Vehicle Maintenance

- ❖ Wheelchair Maintenance – Rolling Repairs, 89 Willow Grove Road, Pittsgrove, NJ 08318 / Contact Neil LaBree
- ❖ Body Work – South Jersey Truck Repair, LLC, 500 Cenco Blvd., Clayton, NJ 08312 856-442-0850 \ Contact:
- ❖ Towing – Tyler Mill Towing, 387 Tyler Mill Road, Sewell, NJ 08080 \ 856-589-4333 \ Contact: Carl Mihlebach
- ❖ Transmission – Cottman Transmission, 230 Glassboro Rd., Sewell, NJ 08080 \ 856-845-0070 \ Contact: Nick DeRose
- ❖ Glass Replacement – Safelite Auto Glass, 2001 West Route 70, Cherry Hill, NJ 08002 \ 856-667-9501
- ❖ Tires – Mitchell Tire Service, 526 N. Delsea Drive, Glassboro, NJ 08028 \ 856-881-6868 \ Contact: Samuel T. Mitchell

SECTION VI – L

DISCLOSURE OF LOBBYING ACTIVITIES (LLL Form)
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance <div>NOT</div>	2. Status of Federal Action: _____ a. bid/offer/application b. initial award c. post-award <div>APPLICABLE</div>	3. Report Type: _____ a. initial filing b. material change For Material Change Only: Year _____ Quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if known: Congressional District, if known:		5. If Reporting Entity in No 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:		7. Federal Program Name/Description: CDFA Number, if applicable _____
8. Federal Action Number, if known:		9. Award Amount, if known: \$
<div>10. a. Name and Address of Lobbying Registrant address if (if individual, last name, first name, MI):</div> <div>b. Individuals performing services including different from no. 10a) (last name, first name, MI):</div>		
11. Information request through this form is authorized by title 31 U. S.C Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will available for public inspection. Any person who fails to file the required disclosure shall be subject to civil penalty of not less then 10,000 and no more then \$100,000 for each such failure.		Signature: _____ Print Name: <u>Robert M. Damminger</u> Title: <u>Freeholder Director</u> Telephone No.: <u>(856) 853-3395</u> Date: _____
Federal Use Only: Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)		

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported,
enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is or expects to be a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known.
For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number, grant announcement number, the contract, grant, or loan award number, the application/proposal control number assigned by the Federal agency.) Include prefixes, e.g. "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name and middle initial (MI).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-10046), Washington, DC 20503.

SECTION VI - M

LOBBYING CERTIFICATION

(Required)(An authorized representative of the applicant must sign and submit this certification.)

The undersigned applicant certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to a person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriate funds have been paid or will be paid to any person for making lobbying contracts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure form to Report Lobbying," in Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, et. seq.)
- (3) The undersigned shall require that the language of this certification be included in the award documents or all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure. [Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Applicant County of Gloucester, Division of Transportation Services certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801, et seq., apply to this certification and disclosure, if any.

Signature of Applicant's Authorized Representative: _____

Print Name of Applicant's Authorized Representative: Robert M. Damming

Title of Applicant's Authorized Representative: Freeholder Director

Date _____

(For those counties who subcontract out their services please have your vendors sign off on the required lobbying certifications. This must be done yearly as per the FTA, send the signed vendor certification to your Regional Program Administrator.)

SECTION VII

REQUIRED APPLICATION ATTACHMENTS / DOCUMENTS

Section 1 - B	Organizational Chart
Section 1 - D	Procedures for Grant Administration
Section II - A	Service Area Map(s)
Section II - B	Coordination Agreements
Section II – E	Route Deviation trip manifests (only if providing route deviation with S5311 funding)
Section III - A	Vehicle Inventory – <u>Only</u> Section 5311 Funded
Section III - B	Vehicle Inventory – <u>Not</u> Section 5311 Funded
Section III- C	Non-vehicle Inventory – funded under FTA
Section IV - A	Marketing Materials
Section IV - B	Public Notice of Capital Assistance
Section V - E	Cost Allocation Plan
Section VI - A	July 1, 2011 – June 30, 2012 Cover Letter
Section VI - C/D	5333(b) Certification Letter and Union Information
Section VI - E	Resolution
Section VI - F	Opinion of Counsel
Section VI - L	Standard Form LLL “Disclosure Form to Report Lobbying”
Section VI - M	Lobbying Certification

ADDENDUM A – A List of Private Bus Operators Serving New Jersey

<p>Aristocrat Limo & Bus Co. 354 Kingston Road Parsippany, NJ 07054 973-887-2726 Fax: 973-884-1880 Mr. Robert Wright Mrs. Brenda Baxter Safety Director: Richard Wright</p>	<p>Atlantic Express Coachways, Inc. 7 North Street Staten Island, NY 10302 718-556-8078 FAX: 718-556-8042 Ms. Laura Cagnetta Safety Director: Mr. Ron Caruso</p>	<p>Ayan Travel, Inc. 149 17th Avenue Elmwood Park, NJ 07407 973-340-8750 FAX: 973-340-8759 E-MAIL: ayanbus@yahoo.com Ms. Beverly Corasio</p>
<p>Bestway Coach Express, Inc. 2 Mott Street Suite 705 New York, NY 10013 212-608-8988 FAX: 212-608-9169 E-MAIL: info@bestwaycoach.com WEBSITE: www.bestwaycoach.com Mr. Wilson Cheng Mr. Kelvin Chan</p>	<p>Camptown Bus Lines, Inc. 126-140 Frelinghuysen Avenue Newark, NJ 07114-1633 973-242-6100 FAX: 973-242-4123 E-MAIL: camptownbus@verizon.net Mr. Thomas M. Zambolla</p>	<p>Carefree Bus Tours 45 Somerset Place Clifton, NJ 07017 1-800-640-9429 973-778-4000 FAX: 973-778-4610 E-MAIL: CBL4000@aol.com Mr. Paul Lenoir</p>
<p>Classic Tours/Classic Cruisers, Inc. 1533 Prospect Street Lakewood, NJ 08701 732-657-1144 FAX: 732-367-8233 By request only Mr. Mark R. Waterhouse</p>	<p>Coachman International Tours, Inc. P.O. Box 8328 Haledon, NJ 07538 201-398-9855 FAX: 201-398-9855 EMAIL: coachmanintl@optonline.net Mr. Richard Jaeger Ms. Pauline Wolthouse, VP</p>	<p>Coastal Coach 603 Whildam Ave N. Cape May, NJ 08204 609-602-2271 FAX: 609-345-5300 E-MAIL: tidi03@aol.com Mr. Tim Generale</p>
<p>Express Tours, Inc./Golden Express 15 Division Street 3rd Floor New York, NY 10002 212-966-8433 FAX: 212-343-7207 Mr. Richard Chow Ms. May Chow</p>	<p>Greyhound Lines, Inc. 3104 Pacific Avenue Atlantic City, NJ 08401 609-345-5921 FAX: 609-345-5927 Mr. Nate Karp E-MAIL: nkarp@greyhound.com</p>	<p>Infinity Tours, Inc. 6013 Al Ventura Road Wallington, NJ 07057 201-507-5055 FAX: 201-507-5001 Ms. Mary Ann Kamrowski Safety Director: Mr. Tom Boyle</p>
<p>Jay/Nay Travel PMB 106-621 Beverly Rancocas Road Willingboro, NJ 08046 609-877-7127 FAX: 609-877-7546 E-MAIL: sales@jayandnaytravel.com WEBSITE: www.jayandnaytravel.com Mr. John Mills Ms. Renee Mills</p>	<p>Lakeland Bus Lines, Inc. PO Box 898 425 E. Blackwell Street Dover, NJ 07802-0898 973-366-0600 Ext. 632 FAX: 973-366-8012 E-MAIL: ttaylor@lakelandbus.com WEBSITE: www.lakelandbus.com Mr. Tom Taylor Ext. 632 Mr. Tom Graves</p>	<p>Leprechaun Lines, Inc. 100 Leprechaun Lane New Windsor, NY 12550 845-565-7900 FAX: 845-565-1220 E-MAIL: fgallagher@leprechaunlines.com Mr. Frank Gallagher</p>
<p>Lion Trailways Hornet and Ranger Roads Rio Grande, NJ 08242 609-889-0925 FAX: 609-889-0033 E-MAIL: info@lionbus.com WEBSITE: www.lionbus.com Mr. Nick Paglione</p>	<p>Martz Lines 239 Old River Road Wilkes-Barre, PA 18702 570-821-3838 FAX: 570-821-3813 E-MAIL: shenry@martzgroup.com WEBSITE: www.martzgroup.com Mr. Scott E. Henry</p>	<p>Passaic Valley Coach Lines 71 River Road Chatham, NJ 07928-1930 973-635-2374 FAX: 973-635-0199 E-MAIL: www.wayne@passaicvalleycoach.com WEBSITE: passaicvalleycoach.com Mr. Wayne Braunwarth</p>

2013 Section 5311 Application

<p>Peter Pan Bus Lines 25 County Avenue Secaucus, NJ 07094 201-866-6001 FAX: 201-866-6234 E-MAIL: frank@peterpanbus.com WEBSITE: www.peterpanbus.com Mr. Frank Farrow</p>	<p>Raritan Valley Bus Service PO Box 312 Metuchen, NJ 08840-0312 732-549-1212 FAX: 732-549-1168 E-MAIL: www.raritanvalleybus.com Mr. Steve Yelencsics Mr. Steve Yelencsics, Jr.</p>	<p>Safety Bus 7200 Park Avenue Pennsauken, NJ 08109 856-665-2662 FAX: 856-665-0658 Mr. Thomas Dugan, Jr.</p>
<p>Sheppard Bus Service 35 Rockville Road Bridgeton, NJ 08302 856-451-4004 FAX: 856-453-1620 E-MAIL: john@sheppardbus.com Mr. John Sheppard Mr. Ken Sheppard</p>	<p>Starr Tours 2531 E. State Street Trenton, NJ 08619 609-587-0626 FAX: 609-587-3052 E-MAIL: msussman@starrtours.com Mr. Mitchell Sussman</p>	<p>Stout's Charter Service, Inc. 20 Irven Street Trenton, NJ 08638 609-883-8891 FAX: 609-883-6682 E-MAIL: vivian@stoutsbus.com WEBSITE: www.stoutsbus.com Mr. Harry Stout Mr. Shawn Stout</p>
<p>Trans-Bridge Lines 2012 Industrial Drive Bethlehem, PA 18017 610-868-6001 Ext. 122 FAX: 610-868-9057 WEBSITE: www.transbridgebus.com Mr. Tom JeBran Mr. Len Marzen</p>	<p>Travelynk, INC 52 Bailly Drive Burlington, NJ 08016 201-232-0563 FAX: 201-232-0563 Michael Rodriguez</p>	<p>Triple D Travel PO Box 3208 Hamilton, NJ 08619 609-631-0200 FAX: 609-631-0047 Mr. David A. Tenney</p>
<p>Trolley Tours, Inc. 216 North Main Street (Route 9) PO Box 418 Forked River, NJ 08731-0418 609-971-6699 800-468-0446 FAX: 609-971-6341 E-MAIL: ronaldfailace@hotmail.com WEBSITE: www.trolleytoursinc.net Ronald R. Failace, President</p>	<p>Vanderhoof Transportation 18 Wilfred Street West Orange, NJ 07052 973-325-0700 FAX: 973-669-9639 WEBSITE: www.evanderhoof.com Mr. Edward Vanderhoof</p>	<p>Via Bus 19 Tilton Street Hammonton, NJ 08037 609-567-7705 800-890-4756 FAX: 609-567-2328 Mr. Glenn Davis</p>
<p>Villani Bus Company 811 East Linden Avenue Linden, NJ 07036 908-862-3333 FAX: 908-474-8058 Mr. Dee Villani</p>	<p>Coach USA Northeast Region 349 First Street Elizabeth, NJ 07206 908-354-3330 FAX: 908-994-9338 E-MAIL: john.emberson@coachusa.com Mr. John Emberson</p>	<p>Community Coach 160 South Route 17 North Paramus, NJ 07652 201-225-7515 FAX: 201-225-7590 E-MAIL: jon.nguyen@coachusa.com Jon Nguyen</p>
<p>Olympia Trails 349 First Street Elizabeth, NJ 07206 908-354-3330 ext. 232 FAX: 908-994-9355 E-MAIL: jim.rutherford@coachusa.com Mr. Jim Rutherford</p>	<p>Rockland Coaches 180 Old Hook Road Westwood, NJ 07675 201-263-1254 ext. 418 FAX: 201-664-8036 E-MAIL: david.gee@coachusa.com Mr. David Gee</p>	<p>Short Line/Hudson Transit/Coach USA 4 Leisure Lane Mahwah, NJ 07430 201-529-3666 ext. 1036 FAX: 201-529-0221 E-MAIL: George.Grieve@coachusa.com WEBSITE: george.grieve@coachusa.com Mr. George Grieve</p>
<p>Suburban Transit 750 Somerset Street New Brunswick, NJ 08901 732-249-1100 ext. 201 FAX: 732-545-7015 WEBSITE: ronald.kohn@coachusa.com Mr. Ronald Kohn</p>		

ADDENDUM B – Designated Leads for Human Services Transportation Coordination Plan

Atlantic	Mr. Carl Lindow	lindow_carl@aclink.org	609-645-7700 x4058
Bergen	Mr. Rudolph Pasterczyk	Rpasterczyk@co.bergen.nj.us	201-368-7557
Burlington	Mr. David Wyche	dwyche@co.burlington.nj.us	609-265-5109
Camden	Ms. Carole Miller	cmiller@sjta.com	856-427-0988
Cape May	Ms. Colleen Somers	csomers@co.capy-may.nj.us	609-889-7812
Cumberland	Mr. Dale Finch	dalefi@co.cumberland.nj.us	856-825-3700
Essex	Ms. Jaklyn DeVore	jaklynd@yahoo.com	973-395-8386
Gloucester	Mr. Rick DeCosta	rdecosta@co.gloucester.nj.us	856-686-8362
Hudson	Mr. Kevin Crimmins	kcrimmins@hcnj.us	201-271-4306
Hunterdon	Ms. Tara Shepard	tara@hart-tma.com	908-788-5553
Mercer	Mr. Martin DeNero	mdenero@mercercounty.org	609-530-1970 x17
Middlesex	Mr. Steven Fittante	steven.fittante@co.middlesex.nj.us	732-745-4029
Monmouth	Ms. Kathy Ladato	Kathleen.Lodato@co.monmouth.nj.us	732-577-6731
Morris	Ms. Hope Hezel	hhezel@co.morris.nj.us	973-829-8105
Ocean	Ms. Kathleen Edmond	kedmond@co.ocean.nj.us	732-736-8989 Ext.235
Passaic	Mr. John McGill	johnm@passaiccountynj.org	973-305-5763 / 5758
Passaic (cc)	Ms. Mary Kuzinski	maryk@passaiccountynj.org	973-569-4070
Salem	Ms. Beth Timberman	btimberman@salemcountynj.gov	856-935-7510 x8203
Salem	Mr. Ray Bolden	rbolden@salemcountynj.gov	856-935-7510 x8317
Somerset	Ms. Yvonne Manfra	manfra@co.somerset.nj.us	908-231-7116
Sussex	Ms. Carol Novrit	cnovrit@xhp.dhs.state.nj.us	973-383-3600 x5152
Union	Ms. Karen Dinsmore	kdinsmore@ucnj.org	908-527-4809
Warren	Ms. JanMarie McDyer	jmcdyer@co.warren.nj.us	908-475-6080

ADDENDUM C – Statewide List of Operators and Unions (See attached)

ADDENDUM D

TITLE VI SAMPLE NOTICE TO BENEFICIENCES

The following should appear on Schedules/Timelines, System Maps

And/or Agency Rider Guides or appropriate location within agency

Non-Discrimination Policy

(NAME OF AGENCY) is committed to ensuring that no person is excluded from, or denied the benefits of our services on the basis of race, color, or national origin as protected by Title VI of the Civil Rights Act of 1964, as amended. Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin, may file a complaint in writing to (NAME OF AGENCY). To file a complaint, or for more information on (NAME OF AGENCY's) obligations under Title VI write to: (ADDRESS OF AGENCY) or visit (website). Transportation services provided by this agency are in whole or part funded through federal funds received through NJ TRANSIT and as an individual you also have the right to file your complaint under Title VI to NJ TRANSIT by writing to: New Jersey Transit Customer Service -- Title VI Division, One Penn Plaza East, Newark, NJ 07105 or visit njtransit.com/diversity. A complaint must be filed within 180 days of the alleged discrimination.

E2

**RESOLUTION AUTHORIZING FILING OF AN APPLICATION
TO NJ TRANSIT, FOR THE FY'2013 SENIOR CITIZEN AND DISABLED RESIDENT
TRANSPORTATION ASSISTANCE ACT GRANT FUNDS, IN ACCORDANCE WITH
THE SENIOR CITIZEN AND DISABLED RESIDENT TRANSPORTATION -
ASSISTANCE ACT, AS AMENDED**

WHEREAS, in 1984 the governor of New Jersey signed into law legislation creating the "Senior Citizen and Disabled Resident Transportation Assistance Act"; and

WHEREAS, under this law Casino Tax Revenues may be utilized for the provision of the County's transportation program to benefit the elderly (60+) and the disabled; and

WHEREAS, the County must submit the annual grant application to NJ Transit in order to obtain available funding pertaining to the FY'2013 Senior Citizen and Disabled Resident Transportation Assistance Act Grant; and

WHEREAS, the County through the Department of Human Services, Division of Transportation Services must submit a grant application for the FY'2013 to obtain funding in the amount of \$585,845.00, from January 1, 2013 to December 31, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County and Gloucester and the State of New Jersey as follows:

1. The County of Gloucester shall forward one (1) original applications together with one (1) certified copy of this resolution to:

NJ TRANSIT
Local Programs & Minibus Support
One Penn Plaza East – 4th Floor
Newark, NJ 07105-2246; and,

BE IT FURTHER RESOLVED, that the Freeholder Director and Clerk of the Board are hereby authorized to execute the grant application relative to FY'2013 with New Jersey Transit and any other documentation necessary on behalf of the County of Gloucester to effectuate the award of said grant under the Senior Citizen and Disabled Resident Transportation Assistance Program.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, June 20, 2012, at Woodbury, NJ.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK



62

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damming

FREEHOLDER LIAISON
Vincent H. Nestore Jr.



DEPARTMENT OF HUMAN
SERVICES

DIRECTOR
Lisa A. Cerny

P.O. Box 337
Woodbury, NJ 08096

Phone: 856.384.6870

Fax: 856.384.0207

lcerny@co.gloucester.nj.us

www.gloucestercountynj.gov

New Jersey Relay Service – 711
Gloucester County Relay Service
(TTY/TTD) – (856)848-6616

TO: Lisa A. Cerny
DEPARTMENT: Human Services
GRANT TITLE: FY2013 Senior Citizens & Disabled Resident
Transportation

DATE: June 7, 2012

CERTIFICATION LETTER

The DEPARTMENT OF HUMAN SERVICES certifies that the enclosed
Grant has been reviewed and meets the standard requirements

REVIEWED BY: [Signature]
REVIEWED BY: Lisa A. Cerny
Grants Coordinator

FREEHOLDER MEETING: June 20, 2012



April 26, 2012

Mr. Rick DeCosta
Gloucester County
Division of Transportation
115 Budd Blvd.
West Deptford, NJ 08096

RE: Gloucester 2013 SCDRTAP Application

Dear Mr. DeCosta:

I am pleased to forward to your attention the Senior Citizens and Disabled Residents Transportation Assistance Program FY 2013 application for funding. For FY'2013 the Governor's proposed budget makes available to the counties a total of \$19,237,200. This is a 9% drop from last year's allocation. Because we used the new 2010 census data for senior population there are some counties that did not see a reduction due to an increase in their senior population.

As we know the funding levels have been declining since 2009, even with the 1% increase in our share of the Casino Revenue Fund from 7.5% to 8.5%. This year's county allocation is the lowest since the 2000 grant year. The decline is due to the continued reduced revenue generated in Atlantic City. For FY 2013, your county allocation as determined by formula is **\$585,845**.

Please remember that at the public hearing you are required to have available, at a minimum, copies of a summary of proposed activities and a proposed budget. This ensures that the public will be better able to comment on your proposal. This information should also be read into the record during the hearing.

As we have done the last few years, we are asking for only one complete fleet inventory instead of two separate inventory documents. We have added a required column to the inventory where you should indicate the projected retirement date for your vehicles. This information will be helpful in assisting you develop a vehicle replacement plan as well as assisting us at the state level develop a statewide profile of vehicle needs in the years ahead.

As in the past, the attached Excel spreadsheets ask for actual budget expenses from the last complete year (2011) and your projected or proposed budget for 2013. The budget pages are in Microsoft Excel while the application is in Microsoft WORD. As promised with last year's application we are no longer requiring the ridership spreadsheet since we implemented the electronic submission of Monthly Service Reports on SRIDES starting January 1, 2011. We now have the ability to print your yearly ridership reports for the CAC review and NJ TRANSIT public hearings.

I ask that you return **one original copy** of your application **no later than Monday June 25, 2012**. We ask that this application **be submitted complete**. **Please do not send it in parts, the exception being the notarized public hearings notices, public hearing transcript and a Freeholder's Resolution, if required, can be forwarded after application submission.** If you have any questions, please do not hesitate to call your Regional Program Administrator at 973-491-7372.

Sincerely,

Marianne Stock

Marianne Stock, Senior Director
Community Mobility and Local Programs

cc: Anna Magri, Manager, Local Programs
Mary Hadley, Regional Program Administrator
Carol Wilson, Gloucester County



STATE OF NEW JERSEY

**2013 SENIOR CITIZENS & DISABLED RESIDENTS
TRANSPORTATION ASSISTANCE PROGRAM**

Name of Applicant – County	Gloucester
Name of Transportation System	Division of Transportation Services
Address	115 Budd Blvd.
	West Deptford, NJ 08096
Name & Title of Person Completing the Application	Carol Wilson for Rick DeCosta, Coordinator DTS
Phone Number	856-686-8355
Fax Number	856-686-8361
E-Mail Address	<u>cwilson@co.gloucester.nj.us</u> <u>rdecosta@co.gloucester.nj.us</u>

NJ TRANSIT
Local Programs and Minibus Support
One Penn Plaza East, 4th flr.
Newark, New Jersey 07105-2246
Phone: (973) 491-7372

**2013 Senior Citizens & Disabled Residents Transportation Assistance Program
TABLE OF CONTENTS**

2013 SCDRTAP APPLICATION TIMELINE (REFERENCE)	Page
Proposed Revenue Application Schedule	3
 <u>SECTION I - COUNTY INFORMATION</u>	
Project Contacts and CAC membership/meetings.....	4
Project Personnel.....	5
Documents and Recordkeeping	6
Procedures for Grant Administration Reporting	7
 <u>SECTION II - DESCRIPTION SCDRTAP SERVICE</u>	
Service Area and Feeder Service.....	7
Service Coordination	8
Service Changes	9
Fares/Donations	9
Service Operations	10
 <u>SECTION III - PROJECT EQUIPMENT</u>	
Vehicle Inventory – Fleet.....	12
Disposal - 2011	13
 <u>SECTION IV - PUBLIC OUTREACH</u>	
Goals and Objectives	14
Public Outreach Activities.....	14
Marketing	14
Public Hearing Notification and Requirements	15
 <u>SECTION V - BUDGET</u>	
Indirect Administrative Costs	16
Third Party Contracting	17
Maintenance of Effort (MOE).....	18
2013 Sample Application Cover Letter	19
Resolution	20
2013 Budget Line Item Details	21
 <u>CHECK LIST ADDENDUMS</u>	
Application Addendum List.....	22-23
 <u>EXCEL SPREADSHEETS (To be completed by the applicant)</u>	
Actual 2011 Expenditures by Funding Source (attachment)	
Proposed 2013 Operating/Admin/Capital Budgets by Funding Source (attachment).....	

PROPOSED SCHEDULE FOR CASINO REVENUE APPLICATION FOR YEAR 2013

The schedule below is for guidance purposes only. The suggested timetable below is to assist you in planning the completion of your application on time. It is understood that dates and local procedures may vary.

Date:

Activity:

No later than May 11, 2012

By this date you should have:

- Published your public hearing notice in two different newspapers, notice must be published at least 30 day prior to hearing date.
- Sent copy of public hearing notice to all municipal clerks in county
- Sent copy of public hearing to interested agencies including but not limited to senior centers, nutrition sites, adult workshops, senior and disabled non-profit agencies.
- Posted large print on-board public hearing notices in your vehicles.

June 11, 2012

By this date you should have;

- Held your public hearing
- Read into the public hearing record summary of 2013 grant activities and proposed 2013 SCDRTAP budget
- At public hearing provided copies of summary of 2013 grant activities and copies of proposed 2013 budget. (should be available in alternative format upon request)
- Met with your local CAC to review proposed 2013 application and get feedback.

14 days After Public Hearing

A copy of the completed application should be placed in the main branch of the county library for public review at least 14 days after the public hearing date. The County should make every effort to have a full application in the library. If the entire application is not available 14 days after the hearing, the county should place a copy of the proposed description of service and proposed line item budget in the library for public review.

June 25, 2012

Application due to NJ TRANSIT. Submit the full transcript of the public hearing, notarized public hearing notices and original Freeholder Resolution as soon as available.

July through October

NJ TRANSIT Citizen Advisory Committee 2013 application review. Representation and brief presentation by County transportation staff to CAC.

SECTION I – COUNTY INFORMATION

PROJECT CONTACTS

(Addendums A-1, A-2 and A-3)

Provide the name, title, address, and phone number of the key contact people for the following:

(If additional space is needed to respond to questions 1 through 7 attach as **Addendum A-1.**)

1. Freeholder Director/County Executive or, if agency, Executive Director/Chairman of the Board
Robert M. Damming, Freeholder Director
County of Gloucester
P.O. Box 337 (856) 853-3395
2 S. Broad Street
Woodbury, NJ 08096
2. Administrative Contacts (person responsible for administration of grant)
Rick DeCosta, Coordinator
Division of Transportation Services (DTS)
115 Budd Boulevard (856) 686-8362
West Deptford, NJ 08096
3. Operations Contact (person responsible for operational issues regarding grant)
Rick DeCosta, Coordinator DTS
4. Procurement Contact (Individual who will be responsible for procuring capital and preparing bid packages for service providers.)
Peter Mercanti, Purchasing Agent
County of Gloucester (856) 853-3414
P.O. Box 337
Woodbury, NJ 08096
5. Financial Contact (person responsible for billing, accounting, closeouts, reimbursement requests)
Donna Cucetta, Administrative Assistant
Division of Transportation Services (856) 686-8360
115 Budd Blvd.
West Deptford, NJ 08096
6. Audits Contact (responsible for annual audits):
Gary Schwarz, Treasurer
County of Gloucester (856) 853-3353
P.O. Box 337
Woodbury, NJ 08096
7. County or Agency Counsel
Thomas Campo, County Counsel
2 S. Broad Street (856) 384-6899
P.O. Box 337
Woodbury, NJ 08096

8. Provide us with the names of all Local Citizen Advisory Committee Members. Indicate if the members are senior citizens, people with disabilities or consumer advocates. Indicate Chairperson, and if applicable, Vice-Chairperson of Committee. (Attach as **Addendum A-2** – Required)

See Attached

Include **Citizens Advisory Committee 2013 meetings dates**, locations and times. (Attach as **Addendum A-3** – Required)

See Attached

**ATTACHMENT A-2
COUNTY OF GLOUCESTER
LCTAC MEMBERS**

**GLOUCESTER COUNTY
LOCAL CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE (LCTAC)
2012 MEMBERSHIP**

There shall be a minimum of seven voting members of the committee composed of a majority of senior citizens and/or handicapped persons. There shall also be two (2) alternate member positions on the LCTAC. Alternate members are permitted to vote only when a quorum of voting members is not present. There shall be no less than one (1) representative from each respective consumer group. Consumer group representation refers to (1) persons 60 years of older, and (2) persons with disabilities.

Members

Mr. Dennis Ledger *(disabled consumer)*
305 Rutgers Avenue **(Chairman)**
Oak Valley, NJ 08090
856-468-4401

Mr. Dale Benesh *(60+ disabled consumer)*
523 Center Street
Clayton, NJ 08312
(856) 442-0159

Ms. Annette DiBartolomeo
N80 Pristine Place *(60+ disabled consumer)*
Sewell, NJ 08080
(856) 218-0496

Ms. Elaine Vets (consumer) *(60+ consumer)*
806 Liberty Lane
Turnersville, NJ 08012
856-227-6184

Mr. Robert Dazlich (consumer) *(disabled consumer)*
Hodson Manor Apt./20 S. Main Street
Glassboro, NJ 08028 **(Vice-Chairman)**
856-863-0120

Mr. Ron Bowers *(60+ disabled consumer)*
174 Robin Drive
West Deptford, NJ 08096
856-224-1804

Ms. Anna Marie Gonella Rosato *(transportation professional)*
Delaware River Bay Authority
P.O. Box 71
New Castle, De 19720
302-571-6408

Alternate Members

Mr. Dennis Cook, Director
Office of Special Needs *(Disability specialist)*
Gloucester County College
1400 Tanyard Road
Sewell, NJ 08080
856-415-2281

Ms. Inez Nelson *(Community Service Rep)*
Education & Disability Services
GCIT/1340 Tanyard Road
Sewell, NJ 08080
856-681-6128

ATTACHMENT A-3
COUNTY OF GLOUCESTER
2013 SCHEDULE LCTAC MEETINGS



GLOUCESTER COUNTY LOCAL CITIZEN'S TRANSPORTATION ADVISORY COMMITTEE 2013 TENTATIVE MEETING SCHEDULE

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Vincent H. Nestore, Jr.



DEPARTMENT OF HUMAN
SERVICES

DIVISION OF
TRANSPORTATION
SERVICES

DIRECTOR
Lisa Cerny

COORDINATOR
Rick DeCosta

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.gloucestercounty.nj.gov

New Jersey Relay Service – 711
Or Toll Free @ 1.800.852.7897

FEBRUARY 14, 2013

REORGANIZATION

MARCH 14, 2013

APRIL 11, 2013

***MAY PUBLIC HEARING – TO BE ANNOUNCED**

SEPTEMBER 12, 2013

OCTOBER 10, 2013

NOVEMBER 14, 2013

DECEMBER 12, 2013

**All meetings are being held at 115 Budd Boulevard, West Deptford, NJ
@ 6:00pm in the main conference room. The Public Hearing will be
held in May or June at Gloucester County College.**

***To be advertised by Transportation Staff – Public Hearing at Gloucester
County College, 3:00pm – 5:30pm**

PROJECT PERSONNEL
(Addendum B-2 is REQUIRED)

1. List all positions, titles and the number of positions, which will be charged to this grant during this grant period. Next to each position indicate the estimated percentage of the position/individual salary that will be charged to the grant. Indicate if person will be charged to Administrative or Operating budgets. (If additional space is needed insert as **Addendum B-1**)

SEE ATTACHED

2. Are all employees working in their job titles? If not, explain what the differences are and why they are not working in their job titles.

No, Omnibus Operator Mrs. Elaine McGlinchey is currently working in the office due to a work-related injury.

3. Attach to this exhibit an official organizational chart showing the reporting/supervisory relationships of each of the positions listed above (Attach as **Addendum B-2 – include the number of staff in each position**)

SEE ATTACHED

**ATTACHMENT B-1
COUNTY OF GLOUCESTER
PROJECT PERSONNEL**

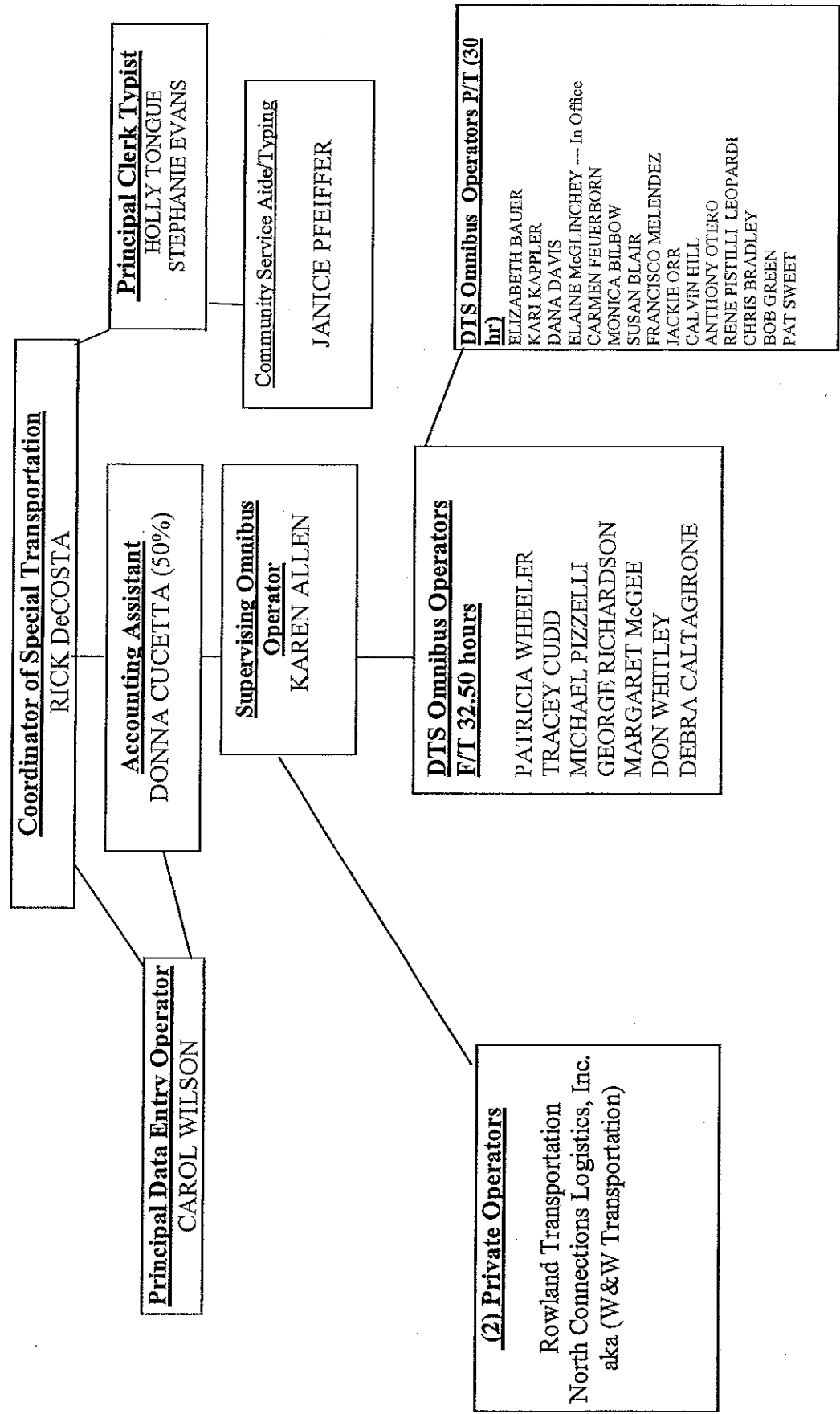
DTS OPERATIONS PERSONNEL FUNDED WITH
FY'2013CASINO TRANSPORTATION GRANT FUNDS
ADMINISTRATION POSITIONS MARKED WITH "A"

[illegible]

ATTACHMENT B-2
COUNTY OF GLOUCESTER
ORGANIZATIONAL CHART

Board Of Chosen Freeholders
Freeholder Liaison Vincent H. Nestore, Jr.
County Administrator Chad M. Bruner
Department of Human Services
DIRECTOR, LISA CERNY

May 2012



**DOCUMENTS AND RECORDKEEPING
(Addendum C)**

Refer to program documents listed below that are maintained relating to program activities. Indicate where these records will be retained, and provide the name of the individual responsible for maintaining documents.

<u>DOCUMENTS</u>	<u>LOCATION</u>	<u>NAME AND TITLE of RESPONSIBLE PERSON</u>
Application	115 Budd Blvd. West Deptford, NJ 08096	Rick DeCosta, Coordinator Of Special Transportation
Contract (w/NJ TRANSIT)	1 N. Broad Street Woodbury, NJ 08096	Robert M. Damminger, Freeholder Director
Driver's Manifest	115 Budd Blvd West Deptford, NJ 08096	Rick DeCosta, Coordinator Of Special Transportation
Financial Records	115 Budd Blvd. West Deptford, NJ 08096	Donna Cucetta, Accounting Assistant
Procurement / Bid Documents Including RFP's	1 N. Broad Street Woodbury, NJ 08096	Peter Mercanti, Purchasing Agent
Daily Pre-Trip form	115 Budd Blvd. West Deptford, NJ 08096	Rick DeCosta, Coordinator Of Special Transportation
Maintenance Records	1200 No. Delsea Drive Clayton, NJ 08312	Richard Morley, Superintendent of Fleet Management
Others (List): (If additional space is required, insert as Addendum C)		

PROCEDURES FOR GRANT ADMINISTRATION REPORTING (Addendum D)

Grantees that do not have written procedures must describe which staff performs grant administration and reporting responsibilities such as preparing and submission of ridership reports, grant applications, grant closeouts, project implementation, and reimbursement request submissions.

If grantee has written procedures attach as **Addendum D**.

The Gloucester County Division of Transportation Services (DTS) has an administration staff consisting of three (3) employees, Rick DeCosta, Coordinator of Special Transportation, Donna Cucetta, Accounting Assistant and Carol Wilson, Principal Data Entry Operator. These three (3) employees are responsible for grant administration, submission of fiscal and ridership reports and all other correspondence relating to grant requirements.

This year, Carol Wilson has been preparing grants for submission to NJ Transit in Rick DeCosta's absence. Project implementation is provided via staff meetings with office staff, drivers and written correspondence. Ridership reports are completed by Ms. Donna Cucetta.

SECTION II - DESCRIPTION OF SERVICE

SERVICE AREA DETAILS and FEEDER SERVICE (Addendum E-1 and E-2 REQUIRED)

1. Describe type of service(s) provided with SCDRTAP funding and areas served. Include days of week, hours of services and relevant common site/major traffic generators, including Central Business Districts, major employment centers, workshops, senior centers, senior/disabled housing, shopping centers, hospitals, social service centers and college/universities. Including the location of any concentrations of senior or disabled population that you serve. (Attach as **Addendum E-1**)
2. As per the SCDRTAP guidelines, the county should be providing some level of feeder service to public transit services (bus, rail, light rail, ferry). Include the bus route numbers, rail and light rail station names you have provided feeder service to (even if it was a one time trip request). In addition if you provide service with other county systems and have established transfer stations and transfer points include these locations. (Attach as **Addendum E-2**)

The Gloucester County Division of Transportation Services began providing feeder service in 1996 as part of the coordinated Philadelphia shuttle service. Specifically, DTS, along with county partners Camden County and Cumberland County, began providing service Monday through Thursday by offering two transfer locations to meet the Philadelphia Shuttle bus. (NOTE: The service is now only operated by Gloucester County and Camden County since Cumberland County dropped out of the coordination program in 2008) The first transfer location at 8:15am each morning is located at 211 County House Road in Sewell, New Jersey. This is the Gloucester County Veterans Office/Veterans Clinic. The second location is the

Sen-Han transportation office located on the Black Horse Pike in Mt. Ephraim, New Jersey. The transfer time is 8:45am each morning. The Philadelphia shuttle bus returns to these locations each afternoon at 1:15PM (Sen-Han) and 1:45pm (Vets office/clinic) to return passengers to their home.

DTS also began providing limited feeder service to NJ Transit fixed route bus service in the latter part of 1997. Gloucester County Division of Transportation Services has been using three primary locations for feeder/transfer locations to rendezvous with NJ Transit service. They are the Avandale Park-n-Ride in Sicklerville (just outside Gloucester County in Camden County near the Atlantic City Expressway – Exit 38), City of Woodbury (various NJ Transit bus stops) and the Sen-Han Transportation Center in Mount Ephraim, Camden County.

In 2003 DTS began coordinating bus service with the South Jersey Transit Authority for service to the Pureland Industrial Park in Logan Township. The coordinated service to the Pureland Industrial Park is scheduled to travel through the municipalities of Westville and Woodbury in Gloucester County. These two municipalities have the bulk of NJ Transit fixed route bus service traveling through them each day. Time points for the Pureland Shuttle were established to coincide with NJ Transit fixed route service, which would act as a feeder service, to the Pureland shuttle bus service operated by SJTA.

With many successes in the area of feeder transportation, Gloucester County has also found over the past 10 years, that feeder service can also be difficult for many senior citizens and people with disabilities. Details such as: which sides of the street people are being dropped off, what time for return trips and using different modes of service with different service types are barriers for extensive use of feeder service. Nonetheless, as part of Gloucester County's overall service, and in particular, employment-related transportation, feeder service is always offered as an alternative for residents who are willing to use feeder-type transportation.

ADDENDUM E-1
COUNTY OF GLOUCESTER
SERVICE AREA DETAILS

SERVICE AREA DETAILS

The Division of Transportation Services (DTS) program under the Gloucester County Department of Human Services provides demand-response, fare-free, curb-to-curb service to non-emergency medical appointments and essential personal business needs. DTS also provides subscription services to disabled persons for vocational training endeavors along with modified fixed bus route service for rural residents. The DTS program through its' funding sources, is mandated to serve senior citizens, disabled residents, veterans, and rural residents of Gloucester County. Service is provided primarily Monday through Friday, 7:00 a.m. to 5:00 p.m.; however, private operators are used, on occasion, to provide rides for residents in need of transportation outside of regular working hours.

Gloucester County is a suburban/rural county that lacks a major urban area. The county seat, The City of Woodbury, serves as the one municipality in the northern part of the county that has a Central Business District and significant public transportation options. The Borough of Glassboro also has a small Central Business District in the southern part of the County and two (2) NJ Transit bus lines. Glassboro is also home to Rowan University. The other college in Gloucester County, Gloucester County College, is located in Deptford Township and is served by the Route #463 bus that operates between Woodbury and the Township of Monroe in the southern portion of the County. Gloucester County has two hospitals; Underwood Memorial Hospital in Woodbury and Kennedy Memorial Hospital in Turnersville. Woodbury and Turnersville also possess the majority of medical facilities in Gloucester County, with two (2) of the three (3) dialysis units in Gloucester County located in each of these towns. The third, and newest dialysis facility, is located in Mantua Township near Route 55. With the absence of a major urban center, employment centers are not prominent in Gloucester County with the notable exception of Industrial Parks located near Route 295 in the southwestern portion of the County (Pureland Industrial Park and Commodore Park). The City of Woodbury has the majority of county government employees with Underwood Memorial Hospital in Woodbury, and Kennedy Memorial Hospital in Turnersville having a significant number of employees. Shopping centers are located at the Deptford Mall, City of Woodbury and along a two (2) mile stretch of the Black Horse Pike in Washington Township. Social service agencies reside mostly in the City of Woodbury with a less concentrated group of social service agencies in the Washington Township area.

The Census data shows that senior citizens and persons with disabilities are spread throughout Gloucester County. The exceptions are the few senior citizen complexes located in Gloucester County – Colonial Park Apartments in Woodbury, Deptford Park Apartments in Deptford Township, Carino Park Apartments in Williamstown along with an increasing number of 55 and over communities throughout Gloucester County. To date, Gloucester County DTS has found that the 55 and over communities in Deptford, East Greenwich, Woodbury, Washington Township and Gibbstown have not impacted transportation services greatly. However, it is expected that the needs of the 55 and over communities will increase tremendously in the near future as the residents in their 60's stay in these communities into their 70's & 80's.

SERVICE COORDINATION
(Addendum F - 1)

3. Under the regulations for Casino Revenue Funds for transportation the recipient of such funds must have in place a Transportation Coordination Plan. NJ TRANSIT will accept the Human Services Transportation Coordination Plan required of FTA subrecipients as meeting the coordination planning requirement of this program. As of this application, participation in the local coordination planning process and being an active stakeholder in the development of such a plan will satisfy the requirements under this program. (Attach as **Addendum F-1** *no need to attach if NJT has the most recent approved plan or you can provide email link to recent approved plan.*)

Website: gloucestercountynj.gov Under the Department of Human Services (Transportation)

Describe coordination, if any, with other agencies, organizations, municipalities and/or counties. NJ TRANSIT requires copies of all written subcontracts or coordination agreements be submitted to NJ TRANSIT for our files. If at this time you have any existing agreements not on file with NJ TRANSIT please include with this application.

A. Intra-county services (coordination within county borders).

<u>List Agreements</u>	<u>Service Area</u>	<u>Funding Source(s)</u>
American Red Cross	Gloucester County	Casino
Division of Health & Senior Services	Contiguous Counties	Casino, Title 3, County
Office of Disability Services	Contiguous Counties	Casino, County
Veterans Affairs Office	Gloucester County	Veteran, County

B. Inter-county services (coordination between applicant and organizations outside county boundaries).

<u>List Agreements</u>	<u>Service Area</u>	<u>Funding Source(s)</u>
Camden County SCUCS	City of Philadelphia, Pa./City of Elsmere, Delaware	Casino, Veteran
Philadelphia Shuttle Service	Camden County into Philadelphia, Pa.,	Casino, Veterans
South Jersey Transit Authority/Pureland Shuttle	Gloucester County/Camden County/Logan Township	JARC / New Freedom

C. Inter-state services (coordination between applicant and organizations in neighboring states)

<u>List Agreements</u>	<u>Service Area</u>	<u>Funding Source(s)</u>
	NOT APPLICABLE	

SERVICE CHANGES

1. Describe any service **changes** that were made (days, hours of operations, new services) to your schedules in 2011.

Gloucester County made no service changes in 2011.

2. Describe all ANTICIPATED **changes** (i.e. especially in light of decreased 2012 and 2013 allocations please provide in detail service impacts or service reductions resulting from a decrease in funds).

Gloucester County saw a significant reduction in casino revenues in 2012 and saw a shift in service from medical rides to more work-related rides under New Freedom and JARC funding. In 2013, Gloucester County will actually experience an increase of approximately \$13,589 and still has \$30,473 less compared to 2011. A small increase has been budgeted for salaries, fuel, fringe costs & indirect costs compared to the 2012 SCDRTAP budget.

Currently there are sufficient vehicles in the Gloucester County Division of Transportation Services (DTS) fleet so that capital purchases will not have to be made in 2013. As indicated in our Goals and Objectives, DTS continues to look at ways to coordinate with other service providers to reduce costs thus providing similar levels of service with no additional cost.

Gloucester County will continue to monitor its' budget and service operations throughout 2012 to ensure services are being made available to eligible residents who are most in need.

FARES/DONATIONS

1. Is a fare charged? _____ Yes ☒ No

1a. If yes what is the total amount collected in 2010: _____

2. Is there a donation policy? ☒ Yes _____ No

2a. If yes what is the total amount collected in 2011: \$1,292.00

3. Are all funds from donations and fares placed in an account for county transportation?
☒ Yes

4. Explain how donations/fares are collected. *Donation envelopes are provided to riders. Riders are asked to send donations to our office in the mail using the donation envelopes.*

5. If County has multiple funding sources, describe the methodology that is used to determine how trips are charged to the SCDRTAP grant. **(Addendum F-2)** *SCDRTAP grant is charged based upon time sheet recordings. Each grant is charged accordingly. Also, the DTS computer system has funding codes for entering grant categories to properly record trip data to further support expenditure charges.*

SERVICE OPERATIONS
(Addendum G-1 – G-2 – G-3)

Describe how the following functions are performed by the County and/or its service provider.

If written passenger policies are available, attach as **Addendum G-1**.

1. Demand response reservation/trip request process:

i. Provide the phone number for trip reservations, and also provide the hours and days reservations are accepted. If there is more than one provider, please provide their names and reservation, telephone number and hours/days that they accept reservations.

(856) 686-8350 (except holidays), 8:30am – 4:00pm

ii. What is the minimum and maximum amount of time needed to reserve a trip (advertised in your policy)?

There are a minimum of three business days and up to 30 business days in advance for demand response trips.

iii. Do you attempt to provide service if the request is not in the minimum time required?

Yes, the Dispatcher will review the schedule based upon need and availability. DTS will refer residents for Rapid Ride Service or place on DTS schedule when possible.

iv. Do you attempt to provide same-day (on demand) service if requested?

Based upon the nature of the request and the availability of drivers, service will occasionally be offered for same day service.

v. Do you maintain a passenger profile? If yes, what information is contained in this profile? *Passenger Profiles are maintained and include Name, Address, Phone Number, Funding Code(s), and Veteran Status (if applicable).*

vi. How is eligibility verified? Does eligibility verification differ between senior citizens and people with disabilities? Explain. *Eligibility is determined by funding sources. Gloucester County uses an honor system, however, Gloucester County reserves the right to verify eligibility, i.e., request a doctor's note for disability information or Medicare Card for age.*

vii. What special provisions, if any, have been made to accommodate competitive employment trips, especially if beyond normal operating hours? *Due to reductions in funding, DTS is providing very limited employment trips outside of normal hours. DTS maintains a coordination agreement with SJTA to provide modified fixed route service to the Pureland Industrial Park in Logan Township. Under this agreement, the SJTA bus serves the three major work shifts at Pureland, which includes evening transportation.*

viii. Name the computer routing and scheduling software product currently used for operations. *The current routing and scheduling software was developed in 1993 by Warner Software, a local company in West Deptford, NJ. In 2005 this system was upgraded for \$28,000.*

ix. How is the above computer routing and scheduling product used? Please check all that apply.

- | | |
|---|-----------------------------------|
| - database, client file | <u> X </u> |
| - computer assisted routing and scheduling | <u> X </u> |
| - fully automated routing and scheduling | <u> </u> |
| - to automatically generate Ridership reports | <u> X </u> |

x. Describe any other computer technology used for operations. Example: mobile data terminal, global positions systems, AVL. *Gloucester County was approved for Automated Vehicle Locator (AVL) technology and Global Positioning System (GPS) technology under the FTA Section 5310 grant, however county administration declined award due to financial constraints of the on-going expenses to run the equipment properly.*

2. Do you provide deviated fixed route service utilizing SCDRTAP funds?

YES NO X

If YES provide the number of trips provided by service deviating from route

Explain how deviated trips are documented? (Include sample of back-up documentation – ex. driver manifest or driver notes)

3. In general how are passenger complaints handled? Does the county keep documentation on all passenger complaints?

A) Vendor-related complaints – Complaints are written up on County Purchasing Department "Report of Unsatisfactory Materials or Service" (attached) and sent directly to the vendor. The vendor is required to follow up with an explanation that is sent to the Director of Purchasing. The DTS Coordinator will follow-up by phone with the vendor and the client to rectify.

B) DTS Internal trip complaint – if trip was provided directly by DTS, the Coordinator follows through with complainant/driver to discourage future incidents.

C) Documentation on all complaints is kept within the files separately under each vendor and together in a file of information sent to the Purchasing Department. Also a file is kept concerning Client Incidents/Information.

4. No shows/Denials/Cancellations Policy (Attach written policy as **Addendum G-2**)

See Attached

ADDENDUM G-2
COUNTY OF GLOUCESTER
NO-SHOWS / DENIALS / CANCELLATION
POLICY

NO-SHOW – A scheduled trip with DTS that is not taken by a client and is not canceled prior to the driver being enroute to the person's residence.

NON-CHARGEABLE CANCELLATION – A scheduled trip with DTS which is (1) not taken by a client, and (2) prior notification of the cancellation occurs after 3:00 p.m. on the working day prior to the scheduled trip.

LATE CANCELLATION – A scheduled trip with DTS which is (1) not taken by a client, and (2) prior notification of the cancellation occurs after 3:00 p.m. the working day before the scheduled trip and prior to the driver arriving at the residence of the client. A financial charge is not applied under this agreement, however, a series of late cancellations may result in client discipline.

Revised: May 2010

SECTION III – PROJECT EQUIPMENT

**VEHICLE INVENTORY – COMPLETE FLEET
(Addendum H – REQUIRED)**

Attach a current inventory list of all vehicles in fleet. If possible, inventory should be sorted by oldest model year listed first.

The inventory should include:

- a. License plate number
- b. VIN number
- c. Mileage
- d. **Funding Source**
- e. Vehicle Manufacturer – (engine manufacturer) - Ford, International, Chrysler, GM, Plymouth, etc.
- f. Vehicle Body – when a chassis or body is altered by another manufacturer (such as Blue Bird, Champion), the company completing the alteration is considered the body manufacturer.
- g. Vehicle Model – the manufacturer's model name and/or number.
- h. Vehicle Type
- i. Vehicle Cost
- j. Grant Year
- k. In-service Date
- l. Fuel – DF (Diesel); GA (Gas); AF (Alternative Fuel)
- m. Floor Plan – Please include # seats; # flips; fliptype; # securements
(For example: If you have a vehicle that can seat 14 and has a floor plan that seats 12 ambulatory, has one double flipseat that seats an additional two and one securement position up you would provide information as follows:)
 - # of seats: 12
 - # of flips: 1
 - fliptype: (seats one or two) 2
 - # of securements: 1
- n. Accessible – LF (low floor); LE (lift-equipped); NA (not accessible)
- o. **Projected Retirement Date – *All counties should have a vehicle replacement plan and note this on their inventory.***

ADDENDUM H
COUNTY OF GLOUCESTER
VEHICLE INVENTORY – COMPLETE FLEET

[illegible]

CAPITAL DISPOSAL - 2011
(Addendum I)

In 2011, did the County dispose of any equipment purchased with SCDRTAP funds?

YES X NO

If YES, complete the following:

Was any real property, equipment, or supplies removed from service before the end of service life? No

If yes, was NJ TRANSIT notified? Yes

Description of Equipment Disposed

Information Share Letter of 2/16/12

Letter to Mary Hadley 1/4/12 Interested in Retiring

Vans purchased through Casino

#14	2003 DodgeMiniVan	6	N670CG
	1D4GP24303B150518 146,111		
#17*	2003 Ford Windstar	6	K134CG
	2FMZA50423BB75840 141,718		
#18*	2003 Ford Windstar	6	K133CG
	2FMZA50443BB75841 144,776		

***#17 & #18 Retire to Fleet Management April 2012**

#22*	2004 FORD FREESTAR MINI-VAN	6	L433CG
	2FMZA50644BA81204 145,215		
#23*	2004 FORD FREESTAR MINI-VAN	6	L434CG
	2FMZA50624BA81203 149,276		
#59*	2001 FORD TAURUS WAGON	3	E633CG
	1FAFP58U61A185778 50,863		

***#22, #23, #59 Retire to Fleet Management**

#24	2005 Dodge Wagon	6	M223CG
	1D4GP24R15B246729 138,166		

#24 still listed on March + April 2012 mileage reports w/139,774 miles

Method of equipment disposal (i.e., auctioned, competitive sale process, transferred,)

Amount Received if auctioned or sold:

Supporting Documentation (If applicable insert as Addendum I)

SECTION IV – PUBLIC OUTREACH**GOALS AND OBJECTIVES**

1. Did you achieve your 2011 goals? If no, state reason.

1) *GPS + Mapping Technology - No, the Division of Transportation is still unable to develop full potential of GPS and mapping technology into DTS vehicles. The award of GPS and mapping technology under FTA Section 5310 was turned down by County Administration in 2011 due to lack of funding for maintenance of the technology. Nothing has changed in 2012 to receive this technology.*

2) *Service Coordination sheltered workshops – No coordination has occurred, the same issues regarding fares remain.*

3) *Fully implement New Freedom – Gloucester County Division of Transportation performed 7952 rides under New Freedom in 2011 and 3926 rides as of April 2012. Vendors working for DTS have recently begun performing trips under the New Freedom grant.*

3. List County's 3 major goals for 2013.

1) *In the absence of Gloucester County lead for United We Ride (UWR), Coordinator of DTS Rick DeCosta, Gloucester County Director of Human Services has asked Cross County Connection for their help in continuing UWR work. In 2013 Gloucester County will continue to work to help make coordination between Access Link, municipalities and the county possible.*

2)

3) *Schedules for the Section 5311 rural shopping bus are being simplified by creating a monthly schedule, as opposed to the daily schedule that is now in place. Hopefully this will create an easier way to make riders aware of destination on a particular day, at the same time, eliminating questions from riders regarding service destination. The new monthly schedules will be introduced in 2013 at the various locations of pick-up and to rural municipalities.*

PUBLIC OUTREACH ACTIVITIES
(Addendum J - REQUIRED)

Describe special events, presentations, conferences, articles, news coverage, reports or any other forms of media and if applicable, a copy of that coverage the County intends on participating in 2013. Include recent surveys and survey results. (Attach as **Addendum J**)

DTS staff annually participates in presentation/meetings with senior citizen groups and advocacy groups for people with disabilities. Public outreach by DTS staff also includes an information table at a Veterans forum and the annual senior citizens picnic. These types of activities will continue in 2013. Staff participated and recently visited a rural community to present information to a senior citizen organization. Staff also participated in the 2012 Department of Senior Services public hearing held in Deptford, NJ. These types of activities will continue in 2013.

MARKETING MATERIAL
(Addendum K- REQUIRED)

Describe marketing projects for the year 2013. Examples: new brochures, cable TV, advertising, mailings, etc. Attach copies of your marketing materials, including system brochure. (Attach as **Addendum K**)

DTS produces a new brochure on an annual basis. These brochures are placed in senior citizen housing locations, doctor's offices and mailed to municipal officials. Due to current budget constraints, DTS relies heavily on printed material being made available to relevant agencies and interested groups throughout Gloucester County.

PUBLIC HEARING NOTIFICATION

(Addendum L-1, L-2, L-3, L-4, L-5, L-6 and L-7)

1. The notice should include the location, when and where the application will be available for public review. The notice must be advertised in two different newspapers at least 30 days prior to the public hearing dates. Submit notarized copies of both public notices with application (Attach as **Addendum L-1 – Notarized copies can be forwarded after submission of application to NJ TRANSIT**)

See Attached

2. The Public Hearing Notice must be sent to Municipal Clerks for posting. Submit a copy of the letter sent to municipalities.(Attach as **Addendum L-2**)
3. The Public Hearing Notice must be sent to county organizations, agencies and associations that serve senior citizens and people with disabilities. Submit a copy of the letter and list of agencies letter was sent to. (Attach as **Addendum L-3**)
4. A large print of the Public Hearing Notice should be posted on all system vehicles. Submit a sample of the vehicle notice. Should be posted on vehicle at least 30 days prior to the public hearing and left on vehicle until date of the hearing. (Attach as **Addendum L-4**)

Prior and After Public Hearing Date:

1. One copy of the 2013 entire application must be placed in the Main Branch of the County Library for public review (at least 14 days after the public hearing date). Include in the exhibit the name of the Branch, address and date copy was placed in Library. (Attach as **Addendum L-5**)
2. The County must meet with their local CAC to review the proposed service activities and budget for 2013. Their input and feedback should be considered in the planning process for this application. Please indicate in the date of this CAC meeting and include copy of meeting minute notes showing application was reviewed with CAC members. . (Attach as **Addendum L-6**)
3. Copies of the 2013 application including a summary of proposed activities and proposed budget must be available for public review at the public hearing. The applicant must read into the record the proposed services and budgets for 2013.
4. Complete public hearing transcripts must be submitted. The transcripts can be submitted after the application's filing deadline. (Attach transcripts as **Addendum L-7**)

ATTACHMENT L-1
COUNTY OF GLOUCESTER
NOTARIZED COPIES NEWSPAPER
ADVERTISEMENT
1) GLOUCESTER COUNTY TIMES
2) COURIER POST

AFFIDAVIT OF PUBLICATION

State of New Jersey

SS:

Gloucester County

PUBLIC HEARING

On June 12, 2012, the Gloucester County Local Citizen's Transportation Advisory Committee (LCTAC) will be holding a public hearing. The hearing is being held for the purpose of soliciting testimony/comments regarding receipt of fiscal year 2013 Casino tax revenues under the Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRTAP). The amount to be received by Gloucester County is approximately \$585,845. The revenues are used to provide transportation services to senior citizens and people with disabilities in Gloucester County. Below please find the date, location and time of the public hearing.

June 12, 2012 (3:00 p.m. - 5:30 p.m.)
Gloucester County College
Health Sciences Bldg., Room #500
Tanyard & Salina Roads, Sewell, NJ 08080

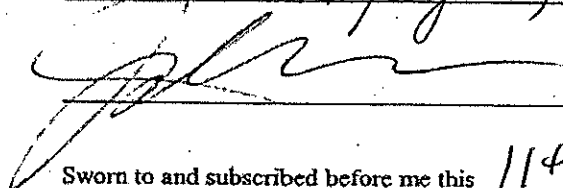
Oral and/or written testimony may be presented at the hearing. Written testimony can also be sent to the Gloucester County Division of Transportation Services, 115 Budd Blvd., West Deptford, NJ 08096. Written testimony must be received no later than June 22, 2012.

Transportation will be available to senior citizens and/or handicapped persons of Gloucester County wishing to attend the hearing. Those persons requesting transportation to the public hearing should contact the Division of Transportation Services at 686-8355 no later than June 5, 2012. Service is supported by the Gloucester County Board of Chosen Freeholders, Robert M. Damming, Freeholder Director; Vincent H. Nestore, Jr., Freeholder Liaison.

Cost \$81.20

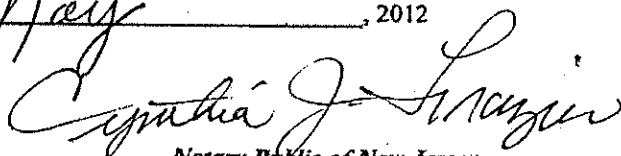
5/9, 11/ 2t (2630738)

Joseph P. Owens, being duly sworn, on his oath, says he is an agent of the South Jersey Media Group, publishers of the "Gloucester County Times", a newspaper printed and published at Woodbury, State and County aforesaid, and that a notice of which the annexed is a true copy, was published in said newspaper for a period of 2 times(s), successively commencing on the 9th day of May 2012 and continuing May 11 2012

 General Manager

Sworn to and subscribed before me this 11th day of

May 2012



Notary Public of New Jersey

My Commission Expires on May 12, 2016

Courier-Post

P.O. Box 5300
Cherry Hill, N.J. 08034

*GLOUC CO SPECIA
211 COUNTY HOUSE ROAD
SEWELL, NJ 08080

May 11, 2012

Attn: Carol Wilson

Acct# 081223CP Order # 0001586570

AD #	DATES	Advertisement/Description	Publications	NUMBER OF LINES	RATE PER LINE	TOTAL AMOUNT
0001586570	5/09/12, 5/11/12	PUBLIC HEARING	2 x	98	0.33	\$64.68
		Affidavit of Publication Charge				24.75
		TOTAL AMOUNT DUE				89.43

Check #: _____

Date: _____

CERTIFICATION BY RECEIVING AGENCY

I, HAVING KNOWLEDGE OF THE FACTS, CERTIFY AND DECLARE THAT THE GOODS HAVE BEEN RECEIVED OR THE SERVICES RENDERED AND ARE IN COMPLIANCE WITH THE SPECIFICATIONS OR OTHER REQUIREMENTS, AND SAID CERTIFICATION IS BASED ON SIGNED DELIVERY SLIPS OR OTHER REASONABLE PROCEDURES OR VERIFIABLE INFORMATION.

SIGNATURE: _____

TITLE: _____ DATE: _____

CERTIFICATION BY APPROVAL OFFICIAL

I CERTIFY AND DECLARE THAT THIS BILL OR INVOICE IS CORRECT, AND THAT SUFFICIENT FUNDS ARE AVAILABLE TO SATISFY THIS CLAIM. THE PAYMENT SHALL BE CHARGEABLE TO:

APPROPRIATION ACCOUNT(S) AND AMOUNTS CHARGED: P.O. # _____

SIGNATURE: _____

TITLE: _____ DATE: _____

CLAIMANT'S CERTIFICATION AND DECLARATION:

I DO SOLEMNLY DECLARE AND CERTIFY UNDER THE PENALTIES OF THE LAW THAT THIS BILL OR INVOICE IS CORRECT IN ALL ITS PARTICULARS; THAT THE GOODS HAVE BEEN FURNISHED OR SERVICES HAVE BEEN RENDERED AS STATED HEREIN; THAT NO BONUS HAS BEEN GIVEN OR RECEIVED BY ANY PERSON OR PERSONS WITHIN THE KNOWLEDGE OF THIS CLAIMANT IN CONNECTION WITH THE ABOVE CLAIM; THAT THE AMOUNT HEREIN STATED IS JUSTLY DUE AND OWING AND THAT THE AMOUNT CHARGED IS A REASONABLE ONE.

Date: May 11, 2012

Signature: *Andy Karmel*

Federal ID #: 061032273

Official Position: Clerk

Kindly return a copy of this bill with your payment so that we can assure you proper credit.

Affidavit of Publication

Publisher's Fee \$64.68 Affidavit \$24.75

State of New Jersey

} SS.

Camden County

Personally appeared

Sandy Karmel

Of the **Courier-Post**, a newspaper printed in Cherry Hill, New Jersey and published in Cherry Hill, in said County and State, and of general circulation in said county, who being duly sworn, depose and saith that the advertisement of which the annexed is a true copy, has been published in the said newspaper 2 times, once in each issue as follows:

5/09/12, 5/11/12

A.D. 2012

Sandy Karmel

Sworn and subscribed before me, this
11 day of May, 2012

Notary Public of New Jersey

Public Hearing

On June 12, 2012, the Gloucester County Local Citizen's Transportation Advisory Committee (LCTAC) will be holding a public hearing. The hearing is being held for the purpose of soliciting testimony/comments regarding receipt of fiscal year 2012 Casino tax revenues under the Senior Citizen and Disabled Resident Transportation Assistance Program (SCDRAP). The amount to be received by Gloucester County is approximately \$585,845. The revenues are used to provide transportation services to senior citizens and people with disabilities in Gloucester County. Below please find the date, location and time of the public hearing.

June 12, 2012 (3:00 p.m. - 5:00 p.m.)
Gloucester County College
Health Sciences Bldg., Room #500
Tanyard & Salina Roads, Sewell, NJ 08080

Oral and/or written testimony may be presented at the hearing. Written testimony can also be sent to the Gloucester County Division of Transportation Services, 115 Budd Blvd., West Deptford, NJ 08096. Written testimony must be received no later than June 22, 2012.

Transportation will be available to senior citizens and/or handicapped persons of Gloucester County wishing to attend the hearing. Those persons requesting transportation to the public hearing should contact the Division of Transportation Services at 686-8355 no later than June 5, 2012. Service is supported by the Gloucester County Board of Chosen Freeholders, Robert M. Damming, Freeholder Director; Vincent H. Nestore, Jr., Freeholder Liaison.
(1586570) (\$64.68)

RYAN WARWICK MELONI GRAHAM
NOTARY PUBLIC OF NEW JERSEY
MY COMMISSION EXPIRES DEC. 7, 2015

**ATTACHMENT L-2
COUNTY OF GLOUCESTER
PUBLIC HEARING NOTICE
MUNICIPAL CLERKS**



May 15, 2012

Dear Municipal Clerk/Administrator:

BOARD OF
CHOSEN FREEHOLDERS
COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damminger

FREEHOLDER LIAISON
Vincent H. Nestore, Jr.



DEPARTMENT OF HUMAN
SERVICES

DIVISION OF
TRANSPORTATION
SERVICES

DIRECTOR
Lisa Cerny

COORDINATOR
Rick DeCosta

115 Budd Blvd.
West Deptford, NJ 08096

Phone 856.686.8355
Fax 856.686.8361

www.gloucestercountynj.gov

New Jersey Relay Service - 711
Or Toll Free @ 1.800.852.7897

The Gloucester County Local Citizen's Transportation Advisory Committee (LCTAC) is holding its annual public hearing on June 12, 2012. The public hearing is being held at Gloucester County College, Health Services Bldg., Room #500, between the hours of 3:00pm – 5:30pm.

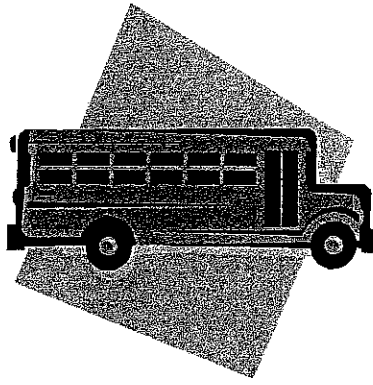
The purpose of the public hearing is to solicit comments from Gloucester County residents regarding, (a) Gloucester County's application to receive FY'2013 grant funds being made available under the Senior Citizen and Disabled Resident Transportation Assistance legislation, and (b) transportation services offered by the Gloucester County Division of Transportation Services (DTS) under the Gloucester County Department of Human Services. Transportation services offered by DTS are sponsored by the Gloucester County Board of Chosen Freeholders.

On behalf of LCTAC members, I ask that you post and distribute information regarding our public hearing to residents within your community. In particular, your kind assistance and cooperation in alerting residents about our public hearing is greatly appreciated. A notice regarding the public hearing is enclosed. Please place the notice in a conspicuous place for your residents. For those residents in need of transportation in order to attend the public hearing, please call the DTS office prior to June 5, 2012 at (856) 686-8355.

Sincerely yours,

Dennis Ledger/cw

Dennis Ledger, Chairman
LCTAC



TRANSPORTATION PUBLIC HEARING

- When:** June 12, 2012 3:00pm – 5:30pm
- Where:** Gloucester County College
Health Services Bldg.
Room 500
Tanyard & Salina Roads
Sewell, NJ 08080
- Co-Sponsors:** Gloucester County Local Citizen's
Transportation Advisory Committee &
Gloucester County Board of Chosen Freeholders
- Purpose:** To accept comments from residents of Gloucester
County regarding the delivery of transportation
services; specifically, senior citizens, people with disabilities
and other transit-dependent residents.

Transportation to the Public Hearing is available through the Gloucester County Division of Transportation. Residents may schedule transportation to/from the hearing by calling 686-8355 no later than June 5, 2012. The casino grant application will be available on June 26, 2012 at the Gloucester County Division of Transportation @ 115 Budd Blvd., West Deptford, NJ 08096 and the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, NJ 08062.

Robert M. Damminger, Freeholder Director
Vincent H. Nestore, Jr., Freeholder Liaison

Borough of Clayton
Attn: Christine Newcomb
125 N. Delsea Drive
Clayton, NJ 08312

Township of Deptford
Attn: Dina L. Zawadski, RMC, CMC
1011 Cooper Street
Deptford, NJ 08096

Township of East Greenwich
Attn: Susan M. Costill
159 Democrat Road
Mickleton, NJ 08056

Township of Elk
Attn: Debbie Pine, RMC, CMC
667 Whig Lane Road
Monroeville, NJ 08343

Township of Franklin
Attn: Carolyn K. Toy
1571 Delsea Drive
Franklinville, NJ 08322

Borough of Glassboro
Attn: Patricia A. Frontino, RMC, CMC
1 South Main Street
Glassboro, NJ 08028

Township of Greenwich
Attn: Lori Bierman
420 Washington Street
Gibbstown, NJ 08027

Township of Harrison
Attn: Diane L. Malloy
114 Bridgeton Pike
Mullica Hill, NJ 08062

Township of Logan
Attn: Linda L. Oswald, RMC
P.O. Box 314
Bridgeport, NJ 08014

Township of Mantua
Attn: Shawn G. Menzies, RMC, CMR
401 Main Street
Mantua, NJ 08051

Township of Monroe
Attn: Susan McCormick
125 Virginia Avenue
Williamstown, NJ 08094

Borough of National Park
Attn: Victoria Holmstrom
7 South Grove Avenue
National Park, NJ 08063

Borough of Newfield
Attn: Toni L. VanCamp
18 Catawba Avenue
Newfield, NJ 08344

Borough of Pitman
Attn: Judith O'Donnell
110 S. Broadway
Pitman, NJ 08071

Borough of Paulsboro
Attn: Kathy A. VanScoy
1211 Delaware Street
Paulsboro, NJ 08066

Township of South Harrison
Attn: Nancy E. Kearns
P.O. Box 113
Harrisonville, NJ 08039

Borough of Swedesboro
Attn: Dolores M. Connors, RMC, CMC
P.O. Box 56
Swedesboro, NJ 08085

Township of Washington
Attn: Jennica Bileci, RMC
P.O. Box 1106
Turnersville, NJ 08012

Borough of Wenonah
Attn: Karen L. Sweeney
P.O. Box 66
Wenonah, NJ 08090

Township of West Deptford
Attn: Michelle Guiliani Shirey
P.O. Box 89
Thorofare, NJ 08086

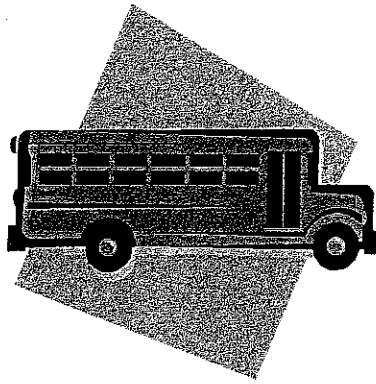
Borough of Westville
Attn: Christine A. Helder
1035 Broadway
Westville, NJ 08093

City of Woodbury
Attn: Thomas B. Bowe
P.O. Box 180
Woodbury, NJ 08096

Borough of Woodbury Heights
Attn: Janet Pizzi
500 Elm Avenue
Woodbury Heights, NJ 08097

Township of Woolwich
Attn: Jane B. DiBella
121 Village Green Drive
Woolwich Township, NJ 08085

**ATTACHMENT L-3
COUNTY OF GLOUCESTER
PUBLIC HEARING NOTICE
COUNTY ORGANIZATIONS, AGENCIES**



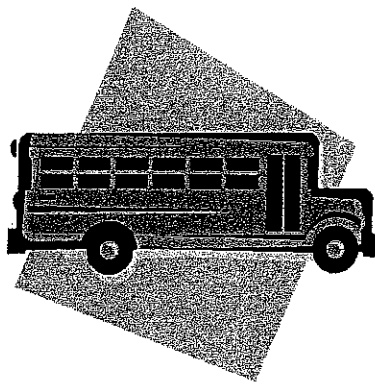
TRANSPORTATION PUBLIC HEARING

- When:** June 12, 2012 3:00pm – 5:30pm
- Where:** Gloucester County College
Health Services Bldg.
Room 500
Tanyard & Salina Roads
Sewell, NJ 08080
- Co-Sponsors:** Gloucester County Local Citizen's
Transportation Advisory Committee &
Gloucester County Board of Chosen Freeholders
- Purpose:** To accept comments from residents of Gloucester
County regarding the delivery of transportation
services; specifically, senior citizens, people with disabilities
and other transit-dependent residents.

Transportation to the Public Hearing is available through the Gloucester County Division of Transportation. Residents may schedule transportation to/from the hearing by calling 686-8355 no later than June 5, 2012. The casino grant application will be available on June 26, 2012 at the Gloucester County Division of Transportation @ 115 Budd Blvd., West Deptford, NJ 08096 and the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, NJ 08062.

Robert M. Damminger, Freeholder Director
Vincent H. Nestore, Jr., Freeholder Liaison

ATTACHMENT L-4
COUNTY OF GLOUCESTER
LARGE PRINT TRANSPORTATION PUBLIC
HEARING NOTICE / DISPLAYED IN
VEHICLES



TRANSPORTATION PUBLIC HEARING

When: June 12, 2012 3:00pm – 5:30pm

Where: Gloucester County College
Health Services Bldg.
Room 500
Tanyard & Salina Roads
Sewell, NJ 08080

Co-Sponsors: Gloucester County Local Citizen's
Transportation Advisory Committee &
Gloucester County Board of Chosen Freeholders

Purpose: To accept comments from residents of Gloucester County regarding the delivery of transportation services; specifically, senior citizens, people with disabilities and other transit-dependent residents.

Transportation to the Public Hearing is available through the Gloucester County Division of Transportation. Residents may schedule transportation to/from the hearing by calling 686-8355 no later than June 5, 2012. The casino grant application will be available on June 26, 2011 at the Gloucester County Division of Transportation @ 115 Budd Blvd., West Deptford, NJ 08096 and the Gloucester County Library, 389 Wolfert Station Road, Mullica Hill, NJ 08062.

Robert M. Damminger, Freeholder Director
Vincent H. Nestore, Jr., Freeholder Liaison

ATTACHMENT L-5
COUNTY OF GLOUCESTER
SCDRTAP Application will be available @

Mullica Hill Branch

Gloucester County Library System
389 Wolfert Station Road
Mullica Hill, NJ 08062
Phone: 856-223-6000
FAX: 856-223-6039

ON MAY 26, 2012

SECTION V – BUDGET

INDIRECT ADMINISTRATIVE COSTS
(Insert as Addendum N– REQUIRED)

A cost allocation plan is required to support the distribution of indirect administrative costs related to the grant program. A grantee must resubmit the plan for approval in any of the following circumstances:

- Has the county made a change in its accounting system, thereby affecting the previously approved cost allocation plan/indirect cost rate and its basis of application?

NO

- Has the county's proposed cost allocation plan/indirect cost rate exceeded the amounts approved previously by more than 10 percent?

NO

If you have answered yes to the above questions, attach a copy of the cost allocation plan (Attach as **Addendum M**)

This section MUST be completed by grantees that plan to charge indirect costs to the grant under operating.

CURRENT THIRD PARTY CONTRACTING
(Addendum N-1)

Refer to line item

Please list all transit-related third party purchases and contracts that were funded by this grant during FY2011/2012 (i.e., transportation services, computer routing/scheduling or services, dispatching, auditing, drug and alcohol testing, legal, and marketing, maintenance) to a third party. (if additional space is needed, attach as **Addendum N-1**)

<u>Bid/RFP/State Contract</u>	<u>Name/ Type of Service</u>	<u>Functions</u>	<u>Term of Contract</u>	<u>Estimated Budget</u>
American Red Cross	Third Party Service	Dialysis Transportation	01/1/2011- 12/31/2012	\$5,000.00

PROPOSED THIRD PARTY CONTRACTING
(Addendum N -2)

Refer to line item

Please list all transit-related third party proposed purchase and contracts that will be funded by this grant during FY2013 (i.e., transportation services, computer routing/scheduling or services, dispatching, auditing, drug and alcohol testing, legal, marketing, maintenance) to a third party.

All procurements over \$1,000 require prior approval of NJ TRANSIT, this includes service and capital procurements. Ensure that your submission to NJ TRANSIT for review (bid specs, vehicle specs) is early in the contract year. (If need more space attach as **Addendum N-2**)

<u>Bid/RFP/State Contract</u>	<u>Name/ Type of Service</u>	<u>Functions</u>	<u>Term of Contract</u>	<u>Estimated Budget</u>
-------------------------------	------------------------------	------------------	-------------------------	-------------------------

Maintenance of Effort (MOE) CERTIFICATION
(Insert as Addendum O – Required)

Excerpt from Guidelines, Description and certification of Maintenance of Effort (MOE)

(a) The purpose of the Senior Citizen and Disabled Resident Transportation Assistance Program is to provide for additional or expanded transportation services to senior citizens and disabled residents. Therefore designated recipients must maintain the same level of funding for senior citizen and transportation services as prior years.

(b) In order to comply with this Maintenance of Effort (MOE) requirement, the application must contain senior citizen and disabled resident transportation non-capital expense data from the past two years prior to the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program. **This data should include non-capital expenditures of the designated recipient and/or applicant and any other agency, group, or groups, which will participate in the coordinated transportation program.** Data from groups joining the coordinated system since the implementation of the Senior Citizen and Disabled Resident Transportation Assistance Program must be added to the original year period immediately preceding their joining the coordinated system.

Actual Maintenance of Effort for 2012 \$241,000 _____

Proposed Maintenance of Effort for 2013 \$241,000 _____

If the MOE for 2013 has increased/decreased, please explain below:

SAMPLE OF REQUIRED APPLICATION COVER LETTER
(Addendum P - Required)

SEE ATTACHED

Date

Marianne Stock, Senior Director
NJ TRANSIT
Community Mobility and Local Programs
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Stock:

The **(NAME OF COUNTY)** is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. **(NAME OF COUNTY)** is requesting \$_____ for 2013. The scheduled public hearing date is _____. The application will be available at the following locations _____ as of the following date _____.

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, please contact **(NAME AND TITLE OF PRINCIPAL ORGANIZATION CONTACT)** at **(PHONE NUMBER)**.

As the Applicant, the **(NAME OF COUNTY)** agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2013. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

Print Name and Title of Authorized Representative of Applicant

Signature of Authorized Representative of Applicant



REQUIRED APPLICATION COVER LETTER
(Addendum P - Required)

May 30, 2012

Marianne Stock, Senior Director
NJ TRANSIT
Community Mobility and Local Programs
One Penn Plaza East, 4th floor
Newark, New Jersey 07105-2246

Dear Ms. Stock:

The **County of Gloucester** is hereby applying for funds under Senior Citizens & Disabled Residents Transportation Assistance Program (SCDRTAP). The approval of this grant will enable transportation services to be available to the senior citizens and disabled residents in our County. **County of Gloucester** is requesting \$585,845 for 2013. The scheduled public hearing date is June 12, 2012. The application will be available at the following locations; **Gloucester County Library System, 389 Wolfert Station Road, Mullica Hill, NJ 08062** and **Gloucester County Division of Transportation (DTS), 115 Budd Blvd., West Deptford, NJ 08096** as of June 26, 2012.

To my knowledge, all information provided in support of this application is true and correct. If you have questions or require additional information, please contact Ms. Lisa Cerny @ 856-384-6870.

As the Applicant, the **County of Gloucester** agrees to comply with all regulations and administrative guidance required for application to the Senior Citizens and Disabled Resident Transportation Assistance Program for the program year 2012. The Applicant affirms the truthfulness and accuracy of the information it has made in the statements submitted herein and any other submission made to NJ TRANSIT. In signing this document, I declare the foregoing information and any other statement made on behalf of the Applicant are true and correct.

Sincerely,

Robert M. Damming, Freeholder Director
Print Name and Title of Authorized Representative of Applicant

Signature of Authorized Representative of Applicant

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damming

FREEHOLDER LIAISON
Vincent H. Nestore, Jr.



DEPARTMENT OF HUMAN
SERVICES

DIVISION OF
TRANSPORTATION
SERVICES

DIRECTOR
Lisa Cerny

COORDINATOR
Rick DeCosta

115 Budd Blvd.
West Deptford, NJ 08096

www.gloucestercounty.nj.gov

New Jersey Relay Service - 711
Or Toll Free @ 1.800.852.7897

**APPLICANT AUTHORIZING AND SUPPORTING RESOLUTION
(Addendum Q - REQUIRED)**

SEE ATTACHED

Resolution authorizing the filing of an application to NJ TRANSIT on behalf of (Subrecipient) for a grant under the Senior Citizen and Disabled Resident Transportation Assistance Act, as amended.

WHEREAS, in 1984 the governor of New Jersey signed into law legislation creating the "Senior Citizen and Disabled Resident Transportation Assistance Act;" and,

WHEREAS, under this law Casino Tax Revenues may be utilized for the provision of elderly (60+) and disabled transportation; and,

WHEREAS, the county of (Name of County) must submit an application to NJ Transit Corporation to obtain funding in amount of \$_____ for period covering January 1, 2013 to December 31, 2013;

NOW, THEREFORE, BE IT RESOLVED BY (Name of Governing Body)

1. (Title of Subrecipient's Designated Official) shall forward one (1) original application together with one (1) certified copy of this resolution to:

NJ TRANSIT
Local Programs & Minibus Support
One Penn Plaza East- 4th Floor
Newark, NJ 07105-2246; and,

4. BE IT FURTHER RESOLVED, that the (Name of Subrecipient's Designated Official) is hereby authorized to execute the necessary contractual agreements on behalf of the county of (Name of County).

**RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION
TO NJ TRANSIT ON BEHALF OF COUNTY OF GLOUCESTER FOR A GRANT
UNDER THE SENIOR CITIZEN AND DISABLED RESIDENT TRANSPORTATION
ASSISTANCE ACT, AS AMENDED**

WHEREAS, in 1984 the governor of New Jersey signed into law legislation creating the Senior Citizen and Disabled Resident Transportation Assistance Act; and

WHEREAS, under this law Casino Tax Revenues may be utilized for the provision of elderly (60+) and disabled transportation; and

WHEREAS, the county of Gloucester must submit an application to NJ Transit Corporation to obtain funding in amount of \$585,845.00 for period covering January 1, 2013 to December 31, 2013; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County and Gloucester and the State of New Jersey as follows:

1. Robert M. Damminger, Freeholder Director for the County of Gloucester, shall forward one (2) original applications together with one (1) certified copy of this resolution to:

NJ TRANSIT
Local Programs & Minibus Support
One Penn Plaza East – 4th Floor
Newark, NJ 07105-2246; and,

BE IT FURTHER RESOLVED, that the Freeholder Director and Clerk of the Board are hereby authorized to execute said Agreement and any and all documents necessary on behalf of the County of Gloucester to effectuate the purposes of this Resolution.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, _____, at Woodbury, NJ.

COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK

2013 Budget Line Item Details
(Insert as Addendum R - Required)

OPERATING BUDGET

Salaries & Fringes (list names and job titles) Provide percentage of salary charged for each person:
\$358,837.00

Third Party Contract Services (vendors, etc., any contracted services related to operating). List services contracted out to private vendors. Be specific.
\$2,500.00

Maintenance & Repairs (include all expenses related to vehicle repair i.e. towing, contract to local repair stations, etc.):
\$35,000.00

Materials Consumed:
\$35,000.00

Training/Travel:
\$1,150.00

Miscellaneous: \$900.00

ADMINISTRATION BUDGET

Salaries & Fringes (list names and job titles) Provide percentage of salary charged for each person:
\$71,308.00

Third Party Contract Services: List services contracted out to private vendors. Be specific.
\$1,200.00

Standard Overhead/Indirect Costs:
\$79,000.00

Facilities or Equipment Rental:

Training/Travel:
\$700.00

Miscellaneous: Marketing/Advertising: \$250.00

CAPITAL BUDGET *NOT APPLICABLE*

Rolling Stock (provide type of vehicles indicate if the vehicles are accessible or not):

Radios & Communication Equipment (cell phone, etc.):

Construction or Rehab of Transit Facility:

Computer Hardware/Software (extended warranties are not reimbursable):

Lease of Equipment and/or Facilities (To be considered
Capital only when leasing is more cost effective than purchase. County must have criteria for determining cost effectiveness.):

Miscellaneous Capital Purchases:

ADDENDUMS/REQUIRED DOCUMENTS

Page 4	Project Contacts (Addendum A-1 if additional space needed)
Page 4	Local CAC member list (Addendum A-2 – REQUIRED)
Page 4	Local CAC meeting dates and locations for 2013 (Addendum A-3 REQUIRED)
Page 5	Project Personnel (Addendums B-1)
Page 5	Department Organizational Chart (Addendum B-2 - REQUIRED)
Page 6	Documents and Recordkeeping (Addendum C if additional space needed)
Page 7	Procedures for Grant Administration Reporting (Addendum D if have written procedures otherwise complete page 6)
Page 7	Service Area Details (Addendum E -1 REQUIRED)
Page 7	Feeder Service Provided (Addendum E – 2 REQUIRED)
Page 8	Service Coordination (Addendum F - 1 if additional space needed)
Page 9	Cost Allocation Plan (Addendum F-2 written methodology if available)
Page 10	Service Operations (Addendum G-1 – written passenger policies)
Page 11	No show/Denial/Cancellation Written Policies (Addendum G – 2 – REQUIRED if have formal policies)
Page 11	Contractor Site Review Policy (Addendum G-3 written site review form if available)
Page 12	Vehicle Inventory – SCDRTAP Funded (Only) (Addendum H– REQUIRED)
Page 13	Capital Disposal - 2011 (Addendum I – if applicable, vehicle retirement documentation)

ADDENDUMS/REQUIRED DOCUMENTS (continued)

Page 14	Public Outreach Activities - (Addendum J – REQUIRED)
Page 14	Marketing Material (include copy of most current service brochure and timetables) (Addendum K – REQUIRED)
Page 15	Public Notice – (copies of notarized public notice ads) (Addendum L-1, L-2, L-3, L-4, L-5, L-6, L-7 – REQUIRED)
Page 15	Municipal Letter - (Addendum L-2 – REQUIRED)
Page 15	Senior/Disabled letter and list of agencies (Addendum L-3 – REQUIRED)
Page 15	Vehicle Notice - (Addendum L-4 – REQUIRED)
Page 15	Library verification and location - (Addendum L-5 - REQUIRED)
Page 15	CAC Meeting verification and date (Addendum L-6 – REQUIRED)
Page 15	Public Hearing Transcripts - (Addendum L-7 – REQUIRED)
Page 16	Indirect Administrative Costs (Addendum M – REQUIRED IF CHARGING INDIRECT COSTS)
Page 17	3 rd Party Current Contracts and Procurements (Addendum N-1 - REQUIRED)
Page 18	3 rd Party Proposed Contracts and Procurements (Addendum N-2 – REQUIRED)
Page 18	Maintenance of Effort (MOE) - (Addendum O – REQUIRED)
Page 19	2013 Application Cover Letter - (Addendum P - REQUIRED)
Page 20	Resolution - (Addendum Q – REQUIRED)
Page 21	2013 Budget Line Item Details - (Insert as Addendum R – REQUIRED)

Required Excel Spreadsheet attachments

- 2011 Actual Expenditures by funding source
- 2013 Proposed budget by funding source

Senior Citizens and Disabled Resident Transportation Program
Budget Analysis
Proposed Expenditures
County of Gloucester

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	County:																				
2	Proposed 2013 Budget																				
3	FUNDING SOURCE	SCDRAP		COUNTY		FTA 5311		Title III		Title XIX		Title XX		JARC		Veterans		New Freedom		Ops Budget Totals	
4	Operating	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
5	Salaries/Fringe	\$358,837.00	83%	\$213,993.00	45%	\$185,994.00	87%	\$55,840.00	100%	\$0.00	#DIV/0!	\$30,000.00	79%	\$150,000.00	75%	\$27,000.00	92%	\$175,430.00	88%	\$1,197,054.00	73%
6	Licenses, Registration, Ins	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%
7	Third Party Contract Svcs	\$2,500.00	1%	\$216,100.00	45%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$20,000.00	10%	\$2,500.00	8%	\$20,000.00	10%	\$261,100.00	16%
8	Maintenance & Repairs	\$35,000.00	8%	\$20,500.00	4%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$5,000.00	13%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$60,500.00	4%
9	Materials Consumed	\$35,000.00	8%	\$27,000.00	6%	\$27,000.00	13%	\$0.00	0%	\$0.00	#DIV/0!	\$3,000.00	8%	\$30,000.00	15%	\$0.00	0%	\$5,000.00	2%	\$127,000.00	8%
10	Training/Travel	\$1,150.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,150.00	0%
11	Miscellaneous	\$900.00	0%	\$1,050.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,950.00	0%
12	Funding Source Subtotal	\$433,387.00	100%	\$478,643.00	100%	\$212,994.00	100%	\$55,840.00	100%	\$0.00	#DIV/0!	\$38,000.00	100%	\$200,000.00	100%	\$29,500.00	100%	\$200,430.00	100%	\$1,848,794.00	100%
13	% Funding Source Total	74%		99%		100%		74%		#DIV/0!		60%		100%		89%		100%		89%	
14	FUNDING SOURCE	SCDRAP		COUNTY		FTA 5311		Title III		Title XIX		Title XX		JARC		Veterans		New Freedom		Admin Budget Totals	
15	Administration	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
16	Salaries/Fringe	\$71,308.00	47%	\$0.00	0%	\$0.00	#DIV/0!	\$20,000.00	100%	\$0.00	#DIV/0!	\$20,000.00	78%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$111,308.00	54%
17	Standard Overhead/Indirect Costs	\$79,000.00	52%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$5,500.00	22%	\$0.00	#DIV/0!	\$3,500.00	100%	\$0.00	#DIV/0!	\$88,000.00	43%
18	Facilities or Equipment Rental	\$1,200.00	1%	\$3,400.00	71%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$4,600.00	2%
19	Third Party Contract Svcs	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
20	Office Supplies	\$0.00	0%	\$1,200.00	25%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$1,200.00	1%
21	Training/Travel	\$700.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$700.00	0%
22	Marketing/Advertising (non-																				
23	contracted)	\$250.00	0%	\$200.00	4%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$450.00	0%
24	Insurance premium or payment to	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
25	a self-insurance reserve	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
26	Miscellaneous	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%
27	Funding Source Subtotal	\$152,458.00	100%	\$4,800.00	100%	\$0.00	#DIV/0!	\$20,000.00	100%	\$0.00	#DIV/0!	\$25,500.00	100%	\$0.00	#DIV/0!	\$3,500.00	100%	\$0.00	#DIV/0!	\$206,258.00	100%
28	% Funding Source Total	26%		1%		0%		26%		#DIV/0!		40%		0%		11%		0%		11%	
29	FUNDING SOURCE	Capital		COUNTY		FTA 5311		Title III		Title XIX		Title XX		JARC		Veterans		Other		Capital Budget Totals	
30	Rolling Stock	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
31	Radios & Communication	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
32	Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
33	Passenger Shelters/Bus Stop	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
34	Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
35	Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
36	Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
37	Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
38	Construction or Rehab of Transit	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
39	Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
40	Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
41	Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
42	Funding Source Subtotal	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
43	% Funding Source Total	0%		0%		0%		0%		#DIV/0!		0%		0%		0%		0%		0%	
44	Budget Totals	\$585,945.00		\$483,443.00		\$212,994.00		\$75,840.00		\$0.00		\$63,500.00		\$200,000.00		\$33,000.00		\$200,430.00		\$1,855,052.00	
45	% of Program Budget Total	32%		26%		11%		4%		0%		3%		11%		2%		11%		100%	

County: **Clatsop**
Actual 2011 Expenditures

FUNDING SOURCE		SCDRTAP		COUNTY		FTA 5311		Title III		Title XIX		Title XX		JARC		Veterans		New Freedom		Ops Budget Totals		
Operating	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Salaries/Fringe	\$427,367.45	85%	\$236,931.00	69%	\$180,000.00	89%	\$55,840.00	100%	\$0.00	#DIV/0!	\$31,733.00	78%	\$179,582.00	89%	\$25,000.00	91%	\$235,141.00	97%	\$1,372,594.45	85%		
Licenses, Registration, Ins	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%		
Third Party Contract Svcs	\$3,774.85	1%	\$56,604.00	17%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$8,677.00	4%	\$0.00	0%	\$3,079.00	1%	\$72,134.85	4%		
Maintenance & Repairs	\$36,231.44	7%	\$19,641.00	6%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$5,000.00	12%	\$7,500.00	4%	\$0.00	0%	\$0.00	0%	\$68,372.44	4%		
Materials Consumed	\$35,773.00	7%	\$28,049.00	8%	\$23,000.00	11%	\$0.00	0%	\$0.00	#DIV/0!	\$4,000.00	10%	\$5,000.00	2%	\$2,500.00	9%	\$3,543.00	1%	\$101,865.00	6%		
Training/Travel	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%		
Miscellaneous	\$125.00	0%	\$983.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$983.00	0%		
Funding Source Subtotal	\$503,271.74	100%	\$342,088.00	100%	\$203,000.00	100%	\$55,840.00	100%	\$0.00	#DIV/0!	\$40,733.00	100%	\$200,759.00	100%	\$28,500.00	100%	\$241,763.00	100%	\$1,615,954.74	100%		
% Funding Source Total	76%		89%		97%		74%		#DIV/0!		64%		90%		86%		88%		84%			
FUNDING SOURCE		SCDRTAP		COUNTY		FTA 5311		Title III		Title XIX		Title XX		JARC		Veterans		New Freedom		Admin Budget Totals		
Administration	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Salaries/Fringe	\$71,306.00	45%	\$41,152.00	90%	\$0.00	0%	\$20,000.00	100%	\$0.00	#DIV/0!	\$20,000.00	88%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$152,460.00	49%		
Standard Overhead/Indirect Costs	\$85,000.00	54%	\$0.00	0%	\$6,250.00	100%	\$0.00	0%	\$0.00	#DIV/0!	\$2,767.00	12%	\$22,893.00	100%	\$4,500.00	100%	\$33,223.00	100%	\$154,433.00	49%		
Facilities or Equipment Rental	\$0.00	0%	\$1,486.00	3%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,486.00	0%		
Third Party Contract Svcs	\$570.00	0%	\$969.00	2%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,539.00	0%		
Office Supplies	\$0.00	0%	\$605.00	1%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$605.00	0%		
Training/Travel	\$1,734.06	1%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,734.06	1%		
Marketing/Advertising (non-contracted)	\$184.47	0%	\$98.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$282.47	0%		
Insurance premium or payment to a self-insurance reserve	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%		
Miscellaneous	\$0.00	0%	\$1,634.00	4%	\$0.00	0%	\$0.00	0%	\$0.00	#DIV/0!	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$0.00	0%	\$1,634.00	1%		
Funding Source Subtotal	\$158,796.53	100%	\$45,944.00	100%	\$6,250.00	100%	\$20,000.00	100%	\$0.00	#DIV/0!	\$22,767.00	100%	\$22,893.00	100%	\$4,500.00	100%	\$33,223.00	100%	\$314,173.53	100%		
% Funding Source Total	24%		12%		3%		26%		#DIV/0!		36%		10%		14%		12%		16%			
FUNDING SOURCE		SCDRTAP		COUNTY		FTA 5311		Title III		Title XIX		Title XX		JARC		Veterans		New Freedom		Capital Budget Totals		
Capital	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%	Amount	%
Rolling Stock	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Radios & Communication Equipment	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Passenger Shelters/Bus Stop Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Signs	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Lifts or Securement Devices	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Vehicle Rehabilitation	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Computer Hardware/Software	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Construction or Rehab of Transit Facility	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Facilities or Equipment Rental	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Miscellaneous	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
Funding Source Subtotal	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!	\$0.00	#DIV/0!
% Funding Source Total	0%		0%		0%		0%		#DIV/0!		0%		0%		0%		0%		0%		0%	
Budget Totals	\$662,068.27		\$368,032.00		\$209,250.00		\$75,840.00		\$0.00		\$63,500.00		\$223,452.00		\$33,000.00		\$274,986.00		\$1,930,129.27			
% of Program Budget Total	34%		20%		11%		4%		0%		3%		12%		2%		14%		100%			

EB

**RESOLUTION AUTHORIZING FILING OF AN APPLICATION TO THE NEW
JERSEY DEPARTMENT OF MILITARY & VETERANS AFFAIRS FOR THE
VETERANS TRANSPORTATION GRANT, FROM JULY 1, 2012 TO JUNE 30, 2013, IN
THE TOTAL AMOUNT OF \$33,000.00**

WHEREAS, the County has a need for the delivery of transportation services that will provide non-emergency, curb-to-curb transportation to Veterans of Gloucester County on a fare-free, space available basis, to routine medical appointments in Gloucester County and Camden County, and for scheduled appointments primarily to the VA Hospital in Philadelphia, the VA Hospital in Elsmere, Delaware and the VA clinic in Sewell, NJ; and

WHEREAS, the Board of Chosen Freeholders seeks a grant in the total amount of \$33,000.00, from July 1, 2012 to June 30, 2013 from the New Jersey Department of Military and Veteran Affairs; and

WHEREAS, the Board of Chosen Freeholders of the County of Gloucester deems this to be beneficial to the citizens of the County of Gloucester; and

WHEREAS, the Gloucester County Department of Human Services reviewed all data supplied or to be supplied in the application and in its attachments, and certifies to the Board of Chosen Freeholders of the County of Gloucester that all data contained in the application and in its attachments is true and correct.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey that the Freeholder Director and Clerk of the Board are authorized to execute any and all documents relative to the grant agreement by and between the County of Gloucester and the NJ Department of Military & Veteran Affairs, to provide paratransit-type services to eligible Veterans of Gloucester County, from July 1, 2012 to June 30, 2013, in the total amount of \$33,000.00.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey held on Wednesday, June 20, 2012 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK



E3

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damming

FREEHOLDER LIAISON
Vincent H. Nestore Jr.



DEPARTMENT OF HUMAN
SERVICES

DIRECTOR
Lisa A. Cerny

P.O. Box 337
Woodbury, NJ 08096

Phone: 856.384.6870

Fax: 856.384.0207

lcerny@co.gloucester.nj.us

www.gloucestercountynj.gov

TO: Lisa A. Cerny

DEPARTMENT: Human Services

GRANT TITLE: Veterans Transportation

DATE: June 7, 2012

CERTIFICATION LETTER

The DEPARTMENT OF HUMAN SERVICES certifies that the enclosed
Grant has been reviewed and meets the standard requirements

REVIEWED BY: [Signature]

REVIEWED BY: [Signature]

Grants Coordinator

FREEHOLDER MEETING: June 20, 2012

New Jersey Relay Service – 711
Gloucester County Relay Service
(TTY/TTD) – (856)848-6616



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NEW JERSEY 08625-0340

CHRIS CHRISTIE
Governor
General
Commander-in-Chief
General

MICHAEL L. CUNNIFF
Brigadier
The Adjutant

2 May 2012

Mr. Rick DeCosta
County of Gloucester
County of Gloucester Treasurer's Office
P.O. Box 337
Woodbury, NJ 08096

Dear Mr. DeCosta:

Enclosed are two sets of contracts that are being negotiated between the NJ Department of Military & Veterans Affairs and Gloucester County, County of Gloucester Treasurer's office to provide transportation to Veterans for medical purposes or appointments at the VA regional offices. The term of the contract is one year, 1 July 2012 to 30 June 2013 with a limit of \$33,000. The enclosed documents include:

- A. Standard Provider Agreement
- B. Transportation Grant - Annex A
- C. Annex B-2: Contract Rate Information Form

Please complete the required information, sign and return all copies to me no later than June 20, 2012. If you have any questions, call me at (609) 530-6949.

Sincerely,

Patricia Richter
Chief
Veterans Benefits Bureau

New Jersey Department of Military and Veterans Affairs
Transportation Grant Annex A

AGENCY INFORMATION

Na.m.e of Agency: Gloucester County, Dept. of Human Services, Division of Transportation
Street Address: 115 Budd Blvd, P.O.Box 337 City: West Deptford, NJ
County: Gloucester ZIP: 08096
Agency Executive Director/CEO: Robert M. Damming, Freeholder Director
Project Title: Veteran Transportation
Program Administrator (if known):
Rick DeCosta, Coordinator of Special Transportation

PROJECT INFORMATION

Number of trips to be provided @ 100% reimbursement of contract: 3,300
Minimum number of trips to be provided @ 90% of contract 2,970 (Reimbursement will be reduced if at least 90% of the rides are not provided. Counties will be notified after this Departments Mid-Year review in February.)

FUNDING INFORMATION

Total State Funds Requested: \$ 33,000
Total Agency Funds/In-Kind Match: \$ 0
Total Operating Budget (Sum of State Funds Requested and Agency Funds/In-Kind Match):
\$ 33,000

Robert M. Damming, Freeholder Director DATE

County of Gloucester – Division of Transportation
AGENCY

Veterans Transportation
PROJECT TITLE

Attach additional sheets if needed.

1. Provide a brief narrative summary describing existing programs operated by your agency.

The Division of Transportation Services (DTS), under the Gloucester County Department of Human Services, continues to provide 4 (four) primary types of service, specifically, (1) demand responsive service to non-emergency medical transportation appointments and essential personal business, (2) subscription service to vocational-training sites and gainful employment, (3) modified fixed bus route service to rural residents under the FTA Section 5311 program and (4) feeder transportation to NJ Transit fixed route services. The four services are currently provided fare-free.

The demand response service provides transportation to senior citizens, persons with disabilities, rural residents, eligible Veterans and Title XX residents of Gloucester County. Service is provided Monday through Friday, 7:00 a.m. to 5:00 p.m. Private operators provide service on a limited basis, primarily to dialysis appointments and non-peak work-related trips. Service is provided to all areas of Gloucester County, most areas of Camden County and limited areas of Philadelphia. DTS works with Camden County to provide transportation to Philadelphia, including the VA Hospital. This coordination effort has allowed DTS to provide more rides to residents without compromising the demand for access to Philadelphia hospitals.

DTS has two (2) private providers and two (2) agency providers under contract to assist Gloucester County in the provision of demand-responsive service. The agency provider is the Gloucester County Chapter of the American Red Cross who provides dialysis-related transportation on a three-day per week basis, with client referral from DTS. The private carriers provide primarily transportation services beyond normal operating hours and/or when DTS is unable to directly provide service.

The vocational training and gainful employment components of service are provided on a subscription basis with service primarily to non-seniors with disabilities. Those requesting vocational-training transportation are required to complete an application form. Service is currently provided to 64 residents, with 3 people on a waiting list. The modified fixed route Section 5311 service continues to offer shopping-related transportation between the hours of 9:30 a.m. and 2:30 p.m., Monday through Wednesday, with Friday service offered one day per month, for the rural residents of Gloucester County.

Feeder transportation began in the latter part of 1997. The service continues to be refined and offered for those residents who are capable of utilizing feeder services. DTS currently provides feeder service for transportation onto NJ Transit fixed route bus service.

DTS staff also provides information and referral services on behalf of NJ Transit fixed route service and Access Link services. Many residents utilize DTS as a clearinghouse for transportation referrals and inquiries.

County of Gloucester – Division of Transportation
AGENCY

Veterans Transportation
PROJECT TITLE

Attach additional sheets if needed.

1. List below the existing problem(s) or need(s) citing specific information or resources which document the reason for your transportation program. Provide demographic information. Report how you assessed need and what other programs or services exist in your geographic area. No rationale about the general benefits of the transportation program is necessary.

Public transportation service is extremely limited in Gloucester County. Many areas are not serviced by public transportation while other areas are offered limited service. There is no passenger rail service offered in Gloucester County. These limited public transportation options place a greater burden upon the DTS program for transportation services.

The rural areas in the southern portion and southwest portion of Gloucester County are unable to access public transportation and have no regular transportation to business center or area medical facilities. These rural residents are particularly dependent upon the private automobile, paratransit services or modified fixed bus service offered by DTS.

Non-emergency services for Veterans in Gloucester County is not always available or is costly, despite Gloucester County offering out-of County travel to Camden County, the VA Hospital in Philadelphia, Pa. and the VA Hospital in Elsmere, Delaware..

2. Please describe in detail the type of transportation services that will be provided to eligible clients.

DTS will provide non-emergency, curb-to-curb transportation to Veterans of Gloucester County on a fare-free, space available basis to routine medical appointments in Gloucester County and Camden County. The VA Clinic in Sewell, NJ, is popular with Gloucester County Veterans and DTS continues to experience ridership increases. Service to the VA Hospital in Philadelphia is provided Monday through Thursday, with a drop-off at the Hospital of 10:00 a.m. and a return of 1:00 p.m. The shuttle service to Philadelphia is provided via coordination with Camden County and offers established transfer locations in both counties. Gloucester County operates the bus on Monday and Thursday with Camden County operating the bus on Tuesday and Wednesday. DTS also serves the VA Hospital in Elsmere, Delaware, for Gloucester County residents on Monday, Wednesday and Friday with a 9:00 a.m. drop-off and a 1:00 p.m. return.

- 5.06 *Statement of Non-Influence.*** No person employed by the state of New Jersey has been or will be paid any fee, commission, or compensation of any kind or granted any gratuity by the Provider Agency or any representative thereof in order to influence the awarding or administration of this contract.
- 5.07 *Exercise of Rights.*** A failure or a delay on the part of the State Agency or the Provider Agency in exercising any right, power or privilege under this contract shall not waive that right, power or privilege. Moreover, a single or a partial exercise shall not prevent another or a further exercise of that or of any other right, power or privilege.

DMAVA (REV 03/00)

County of Gloucester – Division of Transportation	Veterans Transportation
AGENCY	PROJECT TITLE

Attach additional sheets if needed.

1. Please describe in narrative the method to be used in providing transportation services to eligible clients.

Following approval, DTS provides non-emergency transportation to eligible Veterans. Veterans arrange transportation by contacting the DTS office in advance to reserve a ride by calling (856) 686-8350. In 1995 DTS initiated shuttle service to the VA Hospital in Philadelphia. The shuttle service is provided Monday through Thursday via inter-county coordination with Camden County. DTS also serves the VA Hospital in Elsmere, Delaware, on Monday, Wednesday and Friday for Gloucester County residents with a 9:00 a.m. drop-off and a 1:00 p.m. return.

Philadelphia VA appointments should be made at approximately 10:00 a.m. since the bus drops off at the VA Hospital at 10:00am and returns at 1:00 p.m.

Gloucester County Veterans may also call to schedule service to the VA Hospital in Elsmere, Delaware, on Monday, Wednesday and Friday. The same telephone number is used and service is scheduled to arrive at 9:00 a.m. with a return of 1:00 p.m.

Veterans may call to schedule service to the VA Medical Clinic in Sewell, NJ, on any weekday.

Clients are requested to contact the DTS office at (856) 686-8359 the day before to confirm their scheduled appointment.

Please translate the above narrative into measurable objectives, strategies, and time fra.m.es.

<u>OBJECTIVES</u>	<u>STRATEGIES</u>	<u>TIME FRA.M.E</u>
1. Rideshare client to maximize cost efficiency.	1. Refine & further promote shuttle service for Veterans	1. 07/12 – 06-13 (on-going)
	2. Continue communication with local VA office and Veteran's groups to increase service levels.	

County of Gloucester – Division of Transportation
AGENCY

Veterans Transportation
PROJECT TITLE

Attach additional sheets if needed.

1. Please describe in narrative the method by which the program will be internally evaluated (i.e. measurement of Program Goals, consumer surveys, etc.).

Division of Transportation Services (DTS) utilizes a variety of methods for internal evaluation. A great deal of input is received from client and driver feedback. These communication lines allow DTS to maintain the effectiveness of service, quality of service (on-time, comfort) and service safety. DTS also distributes passenger surveys on an annual basis to learn more about the quality of services.

DTS drivers are required to complete paperwork which shows the time clients are picked up and the time they are delivered. Driver reports also show mileage and number of passenger trips.

DTS staff makes presentation to any interested groups, distributes passenger surveys and holds an annual public hearing.

DTS management routinely performs on-board observations of drivers and their service to passengers.

Please translate the above narrative into measurable objectives, strategies, and time frames.

<u>OBJECTIVES</u>	<u>STRATEGIES</u>	<u>TIME FRAME</u>
<i>1. Obtain passenger comments.</i>	<i>1. Distribute and review passenger surveys.</i>	<i>1. 07/12 – 06/13 (on-going)</i>
<i>Enhance service efficiency responsiveness.</i>	<i>Review driver records and client feedback.</i>	

County of Gloucester – Division of Transportation	Veterans Transportation
AGENCY	PROJECT TITLE
<hr/>	
<hr/>	

I, Robert M. Damminger, as the Executive Director/CEO of County of Gloucester assure that the Transportation Service will meet the following program requirements:

I. LEVEL OF SERVICE

- A. The agency must submit, along with the Monthly Program Report, appropriate documentation which provides information relative to the services delivered. This information must include a detailed log report of the individuals served, scheduled trip dates, origin, destination, and trip calculation (number of one-way trips).
- B. Clients in need of transportation will be on a first come, first serve basis.

II. PROGRAM GOALS

A. Program Goal #1

- 1. Method for Identifying Client – Clients shall be eligible for transportation service if all of the following conditions are met:
 - a. Client must be a Veteran having served a minimum of 90 days of active military service other than for training in the armed forces of the United States and having received a discharge other than dishonorable; or if the active military service was less than 90 days, client must have received a medical discharge;
 - b. Veterans status is determined by review of the DD 214 form or by contacting the Department’s Veterans Service District Offices.
 - c. Any individual serving as an aide to the Veteran.

2. Ineligible Services

- a. In-county services for the elderly and handicapped population will not be supported through this program. It is the responsibility of the County’s Special Transportation for the elderly and handicapped to provide this service.
Exception: Counties that have VA Hospitals/Clinics located within their county, will be reimbursed for trips made to those facilities.

3. Transportation will be provided for the following services:

- a. VA facilities, i.e., hospitals, outpatient clinics, regional offices; to include State VSO Offices.
- b. Other medical services (e.g., hospital, clinics, private doctors);
- c. Exclusions: community services; employment/job training; pharmacies and all other facilities and services not listed in a & b above.

B. Program Goal #2

It is expected that most of the scheduled trips will be provided beyond county, and in some instances, state lines (e.g. VA Hospital, Regional Offices).

C. Program Goal #3

The agency will conduct two consumer surveys to measure client satisfaction with the service, noting strengths and weaknesses. This survey shall take place at six months and twelve months after the beginning of the contract. A report detailing the results of these surveys will be sent to the Division of Veterans Services within one month of the conclusion of each survey.

III. MONITORING BY THE DIVISION OF VETERANS SERVICES

The agency will provide that appropriate staff be available when staff from the Department of Military and Veterans Affairs conducts site visits to monitor contract compliance.

IV. REPORTING

- A. Program Evaluation – See Section II, C Program Goals #3.
- B. Monthly Expenditure Reports – shall be submitted by the 15th of each month for prior month activities. A State of New Jersey Payment Voucher (Vendor Invoice) shall also be submitted for approval by the Department of Military and Veterans Affairs.
- C. Monthly Program Reports – shall be submitted by the 15th of each month for the prior month's activities.

Payment Vouchers, Expenditure Reports, Contracts, Correspondence and questions related to the content or a.m.ount of the award should be addressed to:

**Patricia Richter
Department of Military and Veterans Affairs (DVS)
Eggert Crossing Road, PO Box 340
Trenton, NJ 08625-0340
(609) 530-6949
Patty.Richter@njdmava.state.nj.us**

NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS' AFFAIRS

PROVIDER AGREEMENT

Effective Date: July 1, 2012	Expiration Date: June 30, 2013	Contract Number: VL13T19
-------------------------------------	---------------------------------------	---------------------------------

Grant Amount: \$ 33,000 .

The terms of this Contract have been read and understood by the persons whose signatures appear below. The parties agree to comply with the terms and conditions of the contract as set forth in the following agreement.

To be completed by Provider <div>(Signature) (Date)</div> <div>Robert M. Damminger Director</div> <div>(Type/Print Na.m.e) (Title)</div> <div>Gloucester County – Division of Transportation</div> <div>(Provider Agency)</div>	To be completed by State Agency <div>(Signature) (Date)</div> <div>(Type/Print Na.m.e) (Title)</div> <div>(State Agency)</div>
---	--

I attest that sufficient funds have been appropriated by State Legislature to cover the current state fiscal year portion of the contract.	
State Agency Fiscal Officer	(Date)

CONTRACT effective as of the date recorded on the signature page between the signatory State Agency and the Provider Agency identified on the signature page.

WHEREAS the New Jersey Department of Military and Veterans' Affairs (the "State Agency") has been designated under the authority of N.J.S.A. 38A:3-2 et-seq., to administer or supervise the administration of Veteran service programs and has, in turn, designated the State Agency to be directly responsible for the funding, implementation and administration of certain of such Veteran service programs, including the program(s) covered by this Contract; and,

WHEREAS the State Agency desires that the Provider Agency provide services and the Provider Agency has agreed to provide services in accordance with the terms and conditions contained in this Contract;

THEREFORE the State Agency and the Provider Agency agree as follows:

1. DEFINITIONS

For the purposes of this document, the following terms, when capitalized, shall have meanings as stated:

Annex(es) means the attachment(s) to this document containing programmatic and financial information.

Contract means this document, the Annex(es), any additional appendices or attachments (including and approved assignments, subcontract or modifications) and all supporting documents. The Contract constitutes the entire agreement between the parties.

Notice means an official written communication between the State Agency and the Provider Agency. All Notices shall be delivered in person or by certified mail, return receipt requested, and shall be directed to the persons and addresses specified for such purpose in the Annex(es) or to such other persons as either party may designate in writing.

Termination means an official cessation of this Contract, resulting either from routine expiration or from action taken by the State Agency or the provider Agency, in accordance with the provisions contained in this Contract, to nullify the Contract prior to term.

2. BASIC OBLIGATIONS OF THE STATE AGENCY

2.01 Payment. As established in the Annex(es), payment for Contract services delivered shall be based on allowable expenditures or the specified rate per unit of service delivered. Such payment(s) shall be authorized by the State Agency in accordance with the time frames specified in the Annex(es). Total payments shall not exceed the maximum Contract amount, if any, specified in the Annex(es). All payments authorized by the State Agency under this Contract shall be subject to revision on the basis of an audit or audits conducted under Section **3.06 Audit** or on the basis of any State Agency monitoring or evaluation of the Contract.

2.02 Referenced Materials. Upon written request of the Provider Agency, the State Agency shall make available to the Provider Agency copies of federal and State regulations and other material specifically referenced in this document.

3. BASIC OBLIGATIONS OF THE PROVIDER AGENCY

- 3.01 Contract Services.** The Provider Agency shall provide services to eligible persons in accordance with all specifications contained in this Contract.
- 3.02 Reporting.** The Provider Agency shall submit to the State Agency programmatic and financial reports on forms provided by the State Agency. The reporting frequency and due date(s) are specified and sample forms to be used are included in the Annex(es).
- 3.03 Compliance with Laws.** The Provider Agency agrees in the performance of this Contract to comply with all applicable federal, state and local laws, rules and regulations (collectively "laws"), including but not limited to the following: state and local laws relating to licensure; federal and state laws relating to safeguarding of client information; the federal Civil Rights Act of 1964 (as amended); P.L. 1975, Chapter 127, of the state of New Jersey (N.J.S.A. 10:5-31 *et seq.*) and associated executive orders pertaining to affirmative action and nondiscrimination in public contracts; the federal Equal Employment Opportunity Act; Section 504 of the federal Rehabilitation Act of 1973 pertaining to nondiscrimination on the basis of handicap, and regulations thereunder. Failure to comply with the laws, rules and regulation referenced above shall be grounds to terminate this Contract.

If any provisions of this Contract shall conflict with any federal or state law(s) or shall have the effect of causing the State to be ineligible for federal financial participation in payment for Contract services, the specific Contract provision shall be considered amended or nullified to conform to such law(s). All other Contract provisions shall remain unchanged and shall continue in full force and effect.

- 3.04 State Agency Policies and Procedures.** In the administration of this Contract, the Provider Agency shall comply with all applicable policies and procedures issued by the State Agency including, but not limited to the policies and procedures contained in the Department's Contract Reimbursement Manual (as from time to time amended) and the Department's Contract Policy and Information Manual (as from time to time amended). Failure to comply with these policies and procedures shall be grounds to terminate this contract.

- 3.04 A. Equipment Policies and Procedures.** Title to all equipment purchased in whole or in part under a contract is held by the Provider Agency. The State, however, maintains an equitable interest in all such equipment. The Provider Agency shall maintain adequate insurance coverage to protect against losses and adequate maintenance procedures to keep the equipment in good condition. The Provider Agency shall be responsible for reimbursing the State for damage to equipment which exceeds normal wear and tear. When the equipment no longer becomes useful to the Provider Agency, and the State Agency has an interest in the equipment and has further need of the equipment, the Provider Agency will offer the equipment back to the State Agency. In cases where the State Agency has no further need of the equipment, selling procedures must be established which would provide for competition and result in the highest possible return. Ten percent of the total proceeds may be retained by the Provider Agency for selling and handling expenses. The Provider Agency shall comply with additional equipment policies under Section 3.04 State Agency Policies and Procedures.

- 3.05 Financial Management System.** The Provider Agency's financial management system shall provide for the following:

- A) accurate, current and complete disclosure of the financial results of this Contract and any other contract, grant, program or other activity administered by the Provider Agency;

- B) records adequately identifying the source and application of all Provider Agency funds and all funds administered by the Provider Agency. These records shall contain information pertaining to all contract and grant awards and authorizations, obligations, unobligated balances, assets, liabilities, outlays and income;
- C) effective internal and accounting controls over all funds, property and other assets. The Provider Agency shall adequately safeguard all such assets and shall ensure that they are used solely for authorized purposes;
- D) comparison of actual outlays with budgeted amounts for this Contract and any other contract, grant, program or other activity administered by the Provider Agency;
- E) accounting records supported by source documentation;
- F) procedures to minimize elapsed time between any advance payment issued and the disbursement of such advance funds by the Provider Agency;
- G) procedures consistent with the provisions of any applicable State Agency policies and procedures for determining the reasonableness, allowability and allocability of the costs under this Contract.

3.06 Audit. At any time during the Contract term, the Provider Agency's overall operations, its compliance with specific Contract provisions, and the operations of any assignees or subcontractors engaged by the Provider Agency under **Section 5.02 Assignment and Subcontracts** may be subject to audit by the State Agency, by any other appropriate unit or agency of the State or federal government, and/or by a private firm or firms retained or approved by the State Agency for such purpose.

Whether or not such audits are conducted during the Contract term, a final financial and compliance audit of Contract operations, including the relevant operations of any assignees or subcontractors, may be conducted after contract termination. The Provider Agency is subject to audit up to four years after termination of the contract. If any audit has been begun but not completed or resolved before the end of the four year period, the Provider Agency continues to be subject to such audit until it is completed and resolved.

The State Agency may require submission of the Provider Agency's annual organization-wide audit.

Audits shall be conducted in accordance with generally accepted auditing standards as specified in the **Statement on Auditing Standards** issued by the American Institute of Certified Public Accountants and **Standards for Audit of Governmental Organizations, Programs Activities and Functions** issued by the Comptroller General of the United States.

4. Termination

4.01 Termination by Provider Agency. The Provider Agency may terminate this Contract upon 60 calendar days advance notice to the State Agency. If the contract is terminated under this section, the Provider Agency shall settle all accounts with the State Agency in the manner specified by the State Agency and shall be subject to a final audit under **Section 3.06 Audit.**

4.02 Termination for Cause. If the Provider Agency is not or has not been in compliance with the provision(s) of this contract, the State Agency may, by notice, place the Provider Agency in default

of the contract and, in accordance with State Agency policies and procedures, may reduce contract funding or terminate the contract.

- 4.03** ***Reduction or Termination Due to Fiscal Constraints.*** Anything to the contrary in this contract notwithstanding, the parties recognize and agree that the State Agency's ability to honor the terms and conditions of this contract is contingent upon receipt of federal funds and/or appropriations of the state Legislature. If during the term of this contract, therefore, the federal and/or the state government reduces its allocation to the State Agency, the State Agency reserves the right, upon notice to the Provider Agency, to reduce or terminate the contract.

5. Miscellaneous

- 5.01** ***Application of New Jersey Law.*** This contract shall be governed, construed and interpreted in accordance with the laws of the State of New Jersey including the New Jersey Contractual Liability Act (N.J.S.A. 59:13-1 et seq.)
- 5.02** ***Assignment and Subcontracts.*** No rights or obligations of the Provider Agency under this contract may be assigned or subcontracted without the prior approval of the State Agency. All approved assignments and subcontracts shall become part of this contract, and the Provider Agency shall bear full responsibility, without recourse to the State (including the State Agency), for their performance. The Provider Agency shall forward copies of all assignment and subcontract documents to the State Agency and shall retain copies of them on file together with the contract.
- 5.03** ***Client Fees.*** Other than as provided for in the Annex(es), the Provider Agency shall impose no fees or charges of any kind upon recipients of contract services.
- 5.04** ***Insurance.*** The Provider Agency shall maintain adequate insurance coverage. The State shall be included as an additional named insured on any insurance policy applicable to this contract. Should the Provider Agency fail to pay any premium on any insurance policy when due, the State Agency may pay the premium and, upon notice to the Provider Agency, reduce payment to the Provider Agency by the amount of the premium payment.
- 5.05** ***Indemnification.*** The Provider Agency shall defend, indemnify and otherwise save harmless the state of New Jersey, its agencies, departments, bureaus, boards, officials and employees from any and all claims or actions at law, whether for personal injury, property damage or liabilities, including the costs of defense (a) which arise from acts or omissions, whether negligent or not, of the Provider Agency or its agents, employees, servants, subcontractors, material suppliers or others working for the Provider Agency, irrespective of whether such risks are within or beyond the control of the Provider Agency, or (b) which arise from any failure to perform the Provider Agency's obligations under this contract or any improper performance.

Notwithstanding the Provider Agency's responsibilities outlined above in this section, the State reserves the right to provide its own attorney(s) to assist in the defense of any legal actions which may arise as a result of this contract.

- 5.06 *Statement of Non-Influence.*** No person employed by the state of New Jersey has been or will be paid any fee, commission, or compensation of any kind or granted any gratuity by the Provider Agency or any representative thereof in order to influence the awarding or administration of this contract.
- 5.07 *Exercise of Rights.*** A failure or a delay on the part of the State Agency or the Provider Agency in exercising any right, power or privilege under this contract shall not waive that right, power or privilege. Moreover, a single or a partial exercise shall not prevent another or a further exercise of that or of any other right, power or privilege.

DMAVA (REV 03/00)

STATE OF NEW JERSEY DEPARTMENT OF MILITARY & VETERANS AFFAIRS
ANNEX B – 2: CONTRACT RATE INFORMATION SUMMARY

PROVIDER Gloucester County – Division of Transportation Services DATE July 1, 2012

CONTRACT # VL13T19

THIS ANNEX B-2 SUPERSEDES THE ANNEX B-2

DATED: July 1, 2012

FEDERAL I.D. # 216000660

SECTION I: RATES

PROGRAM/SERVICE	UNIT OF SERVICE	RATE PER		EFFECTIVE PERIOD	FROM	TO
		SERVICE UNIT*	TYPE OF RATE			
Veterans Transportation	One-way trips	See Note*	Non-Cost related Installment Payment	7/1/12	6/30/13	

Note*

Level of service at 100% 3,300 one way passenger trips shall be provided during the contract term and at least a minimum of 2,970 (90%) one way trips. Provider will be paid in twelve monthly installments of \$ 2,750.00.

Reimbursement will be reduced if we project that at least 90% of the rides will not be provided. Counties will be notified after our Mid-Year review in February, if their contracts will be reduced.

THESE RATES ARE SUBJECT TO THE CONDITIONS IN SECTION II AND III

SECTION II: CONTRACT STIPULATIONS

- A. The service capacity of the Provider Agency is _____ for the term of this contract.
(Check here if not applicable: X.)
- B. The Provider Agency shall submit to the Department a () monthly, () quarterly, () semi-annual, () annual report certifying to the actual program expenditures consistent with the Provider's approved budget set forth in the Contract Budget. This report is due _____ days after the end of the reporting period. (Check here if periodic expenditure reporting is not applicable: (X))
- C. The Provider Agency shall submit to the Department a (X) monthly, () quarterly, () semi-annual, () annual report certifying to the actual unit of service delivered during the reporting period. This report is due 15 days after the end of the reporting period.
(Check here if periodic level as service reporting is not applicable: ____.)
- D. Other:

STATE OF NEW JERSEY DEPARTMENT OF MILITARY & VETERANS AFFAIRS
ANNEX B – 2: CONTRACT RATE INFORMATION SUMMARYPROVIDER Gloucester County — Division of Transportation ServicesDATE: July 1, 2012CONTRACT # VL13T19

SECTION III: GENERAL

- A. **Limitations:** Use of the rate(s) contained in this Annex is subject to any statutory or administrative limitations. Acceptance of the rate(s) agreed to herein is predicated on the condition that no information furnished by the Provider Agency and used in the establishment of the rate(s) is subsequently found to be materially incomplete or inaccurate. In addition, if the rate(s) agreed to herein was/were calculated based on costs contained in the Contract Budget (Annex B), acceptance of the rate(s) is predicated on the conditions that: 1) no costs other than the Provider Agency costs were included in the Annex B as finally accepted; 2) all costs reflected in the Contract's Reimbursable Ceiling are allowable under the governing cost principles; 3) similar types of costs were accorded consistent accounting treatment.
- B. **Types of Rates:**
1. **Provisional:** A provisional rate is a temporary or interim rate and is subject to adjustment on the basis of a final rate calculated when the actual costs are reported.
 2. **Fixed:** A fixed rate is a permanent rate, not subject to adjustment, which is agreed to for a specified future period, usually a year.
- C. **Notification of State Agencies:** Copies of this document may be furnished to other state agencies as a means of notifying them of the information it contains.
- D. **Contract A.m.ount:** \$ 33,000

SECTION IV: SIGNATURES

BY THE PROVIDER AGENCY

BY THE DIVISION

Signature

Signature

Robert M. Damming

Name

Freeholder Director

Title

Date

Date

E4

**RESOLUTION AUTHORIZING APPROVAL OF NON-MATCHABLE SYSTEM
PAYMENTS REQUIRED TO BE MADE TO THE STATE OF
NEW JERSEY IN ACCORDANCE WITH N.J.S.A. 30:1-12**

WHEREAS, the Gloucester County Division of Social Services through the County of Gloucester is required to make payments for "Non-Matchable Systems Payments" in accordance with N.J.S.A. 30:1-12 and N.J.A.C. 10:8-1.1 for purposes of data processing; vendor and related costs for operational systems; data processing charges for the Family Assistance Management Information System; charges for the Family Assistance Management Information System (FAMIS); the automated Child Support Enforcement System (ACSES); the county MAGNA 8 reporting , and operational costs for the EBT process and payments for the Federal Parent Locator service fees; child support and paternity incept fees and data processing electronic benefits to include, but not limited to IRS Fees (Federal Tax Collection Service Fees); SOIL Fees (State Tax Collection Services Fees); and, Pre-Offset Fees (it is an administrative costs ex. Printing and Mailings); and

WHEREAS, the State of New Jersey sends bills at various times of the year (some of which are once in January, some quarterly, etc.); and

WHEREAS, it is impossible to ascertain the exact amounts to be billed by the State of New Jersey, thus the fees shall be set in accordance with last year's fees, for a minimum billed amount of Zero to a maximum amount of \$300,000.00.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester that approval is granted for payments to the State New Jersey for "Non-Matchable Systems Payments" in accordance with N.J.S.A. 30:1-12 and N.J.A.C. 10:8-1.1 for the hereinabove set forth purposes for a minimum amount of Zero to a maximum amount of \$300,000.00 for the year 2012.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester and State of New Jersey, held on Wednesday, June 20th, 2012 at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

**ROBERT M. DAMMINGER,
FREEHOLDER DIRECTOR**

ATTEST:

**ROBERT N. DILELLA,
CLERK OF THE BOARD**

A

**RESOLUTION AUTHORIZING THE EXECUTION OF ANY AND ALL
DOCUMENTS RELATED TO THE EDWARD BYRNE MEMORIAL JUSTICE
ASSISTANCE GRANT (JAG) PROGRAM MEGAN'S LAW AND LOCAL LAW
ENFORCEMENT ASSISTANCE COMPONENT GRANT NUMBER: JAG 1-20-09, IN
THE AMOUNT OF \$8,678.00, FROM APRIL 1, 2012 TO MARCH 31, 2013**

WHEREAS, the Gloucester County Prosecutor's Office desires to submit a grant application to the State of New Jersey Department of Law and Public Safety, Division of Criminal Justice for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Megan's Law and Local Law Enforcement Assistance Component Grant Number: JAG 1-20-09, from April 1, 2012 to March 31, 2013; and

WHEREAS, the Board of Chosen Freeholder of the County of Gloucester deems this to be beneficial to the citizens of the County; and

WHEREAS, the County Prosecutor's Office reviewed all data supplied or to be supplied in the application and in its attachments, and certifies to the Board of Chosen Freeholders of the County of Gloucester that all data contained in the application and in its attachments is true and correct; and

WHEREAS, the County Prosecutor's Office has submitted the grant application to the Department of Human Services for review, and said agency has approved said application, and the Board of Chosen Freeholders of the County of Gloucester understands and agrees that any grant received as a result of the application will be subject to the grant conditions and other policies, regulations and rules issued by the State of New Jersey, Department of Law and Public Safety, Division of Criminal Justice, for the administration of grant projects; and

WHEREAS, the Gloucester County Board of Chosen Freeholders acknowledges that the amount of the grant funds to be requested is for a total amount of \$8,678.00, from April 1, 2012 to March 31, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholder of the County of Gloucester that:

1. The Director of the Board is hereby authorized to execute any and all documents in connection with the filing of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, Megan's Law and Local Law Enforcement Assistance Component, Grant Number: JAG 1-20-09, in the total amount of \$8,678.00, from April 1, 2012 to March 31, 2013; and
2. The Board of Chosen Freeholders hereby confirms that it shall comply with all applicable regulations of the granting authority as referred to above and shall provide any necessary additional assurances as may be required.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held June, 20, 2012, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK



7

BOARD OF
CHOSEN FREEHOLDERS

COUNTY OF GLOUCESTER
STATE OF NEW JERSEY

FREEHOLDER DIRECTOR
Robert M. Damming

FREEHOLDER LIAISON
Vincent H. Nestore Jr.



DEPARTMENT OF HUMAN
SERVICES

DIRECTOR
Lisa A. Cerny

P.O. Box 337
Woodbury, NJ 08096

Phone: 856.384.6870

Fax: 856.384.0207

lcerny@co.gloucester.nj.us

www.gloucestercountynj.gov

TO: Billie Jo Scott

DEPARTMENT: Prosecutors Office

GRANT TITLE: Edward Byrne Memorial Justice - Megan's Law

DATE: June 7, 2012

CERTIFICATION LETTER

The DEPARTMENT OF HUMAN SERVICES certifies that the enclosed
Grant has been reviewed and meets the standard requirements

REVIEWED BY: [Signature]

REVIEWED BY: [Signature]

Grants Coordinator

FREEHOLDER MEETING: June 20, 2012

New Jersey Relay Service – 711
Gloucester County Relay Service
(TTY/TTD) – (856)848-6616

**EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE ACT GRANT (JAG)
APPLICATION CHECK LIST**

SUBGRANTEE: County of Gloucester – Prosecutor's Office

INSTRUCTIONS: The Application Check List is a guide to file a complete application. Return 1 original (with original signatures) and 2 copies of the completed application.

PART I:

- X Applicant Information Form
- X Problem Statement (Provided by Applicant)
- X Project Description (Provided by Applicant)
- X Project Goals(s), Objectives, and Action Strategy (Provided by Applicant)
- X Management Structure (Provided by Applicant)
- X Evaluation (Provided by Applicant)
- X Project Budget Detail Form
- X Budget Narrative describing each category of the budget listed on Budget Detail Form (Provided by Applicant)

PART II:

- X Application Authorization
- X Certification of Equal Employment Opportunity Plan (EEOP) Form
- X General Conditions and Assurances
- X Grant Agreement Certification
- X Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements
- X Resolution of Participation and Certification of Recording Officer
- X Federal Financial Accountability and Transparency Act Information Form

Additional forms provided by nonprofit applicants:

- ☐ Proof of Nonprofit status
- ☐ New Jersey Charitable Registration
- ☐ New Jersey Business Registration
- ☐ Applicable Licenses, Certifications and Permits
- ☐ Single Audit, Form 990-Income Tax Return or audited financial statements
- ☐ List of Officers/Directors/Trustees
- ☐ Income Sources Form
- ☐ Accounting System and Financial Capability Questionnaire
- ☐ Audit Requirements Form
- ☐ Mandatory Waiver from Local Units of Government

NOTE: **ONLY COMPLETE APPLICATIONS CAN BE PROCESSED.
ABOVE ITEMS MUST BE SUBMITTED WITH THE APPLICATION**

Applicant Information Form

JAG Program

Project Duration Period (when to when): 4/1/12-3/31/13		Grant No.: 1-20-09
Official Name of Applicant Agency: County of Gloucester		
Address: 2 South Broad Street, P.O. Box 337		
City/State: Woodbury, nj	Zip Code: 08096	County: Gloucester
Implementing Agency (if different than applicant): Gloucester County Prosecutor's Office		
Agency Website:	Fiscal Year Start Date: January 1, 2012	Federal ID Number: 21000660
Charitable Registration Number (if non profit & not exempt):		
Have there been any findings filed against the agency in regard to its charitable status? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain on a separate sheet.		New Jersey Business Registration Certificate:

Name and Title of Chief Executive/Agency Director: Robert M. Damminger, Freeholder Director			
Street Address, City, State, Zip Code (if different from above): 2 South Broad Street, P.O. Box 337, Woodbury, NJ 08096			
Telephone: 853-853-3395	Ext.	Email: rdamminger@co.gloucester.nj.us	Fax: 856-853-3495

Name and Title of Project Director: Michelle Sturgis, Paralegal Specialist			
Street Address, City, State, Zip Code (if different from above): 70 Hunter Street, P.O. Box 623, Woodbury, NJ 08096			
Telephone: 856-384-5553	Ext.	Email: msturgis@co.gloucester.nj.us	Fax: 856-384-5576

Name and Title of Contact Person: Billie-Jo Scott, Office Manager			
Street Address, City, State, Zip Code (if different from above): 70 Hunter Street, P.O. Box 623, Woodbury, NJ 08096			
Telephone: 856-384-5532	Ext.	Email: bjscott@co.gloucester.nj.us	Fax: 856-384-8624

Name and Title of Chief Financial Officer: Gary Schwarz, Treasurer			
Street Address, City, State, Zip Code (if different from above): 2 South Broad Street, P.O. Box 337, Woodbury, NJ 08096			
Telephone: 856-853-3352	Ext.	Email: gschwarz@co.gloucester.nj.us	Fax: 856-251-6778

Name and Title of Fiscal Contact Person: Billie-Jo Scott, Office Manager			
Street Address, City, State, Zip Code (if different from above): 70 Hunter Street, P.O. Box 623, Woodbury, NJ 08096			
Telephone: 856-384-5532	Ext.	Email: bjscott@co.gloucester.nj.us	Fax: 856-384-8624

PROBLEM STATEMENT

Presently Gloucester County has 375 registered sex offenders, with an average of 55 new registered offenders every year. Every time an offender changes his/her address they must re-register with their local police department. If they are a tier two or three offender and change his/her address a court hearing is held to determine the scope of new notifications needed and then new notification must be mailed by regular and/or certified mail.

In addition, offenders who were found to be repetitive and compulsive and/or served their sentence at the Adult Diagnostic and Treatment Center in Avenel must re-register every 90 days. All other offenders are required to register annually. The process of tiering and community notification of sexual offenders is ongoing and continuous.

Legal challenges and modifications in the Attorney General's Guidelines have resulted in the ever-increasing volume of paperwork generated in the Megan's Law notification process. The entire tiering and notification process requires substantial expenditures for stationary, postage and other supplies.

PROJECT DESCRIPTION

Funding provided under the Megan's Law Local Law Enforcement Assistance Program will provide funding to further our ability to carry out our Megan's Law statutory requirements. Funds will be utilized for the annual license fee for software used for the mapping of Megan's Law registrants. Funds will also be utilized for the supplies needed to make the appropriate notifications, including paper, postage, postage machine supplies, and other general office supplies. We will also purchase printing and storage equipment for the notifications.

PROJECT GOAL(S) OBJECTIVES AND ACTION STRATEGY

The goal of the Megan's Law Unit is to prosecute sex offenders to the fullest extent of the law. In addition, this Unit provides community notification regarding offender's residence to enable the public to take appropriate precautions to protect themselves and those in their care from possible harm.

-Provide notification to law enforcement agencies likely to encounter offenders in all Tier One, Two and Three categories.

- Provide notifications to schools (public and private) likely to encounter offenders in all Tier Two and Three categories. Notification will include a recent photograph, physical description, offense for which s/he was convicted, address, place of employee and/or schooling and license plate.
- Provide notifications to organizations in the community, including religious and youth organizations likely to encounter offenders in all Tier Two and Three categories.
- Provide notifications to individuals residing within a half mile radius of the offender's domicile in all Tier Three categories.
- Assist other agencies in ensuring the all offenders re-register when moving to/from communities within Gloucester County.
- Attend court hearings for Tier Two and Three offenders that change his/her address to determine the scope of new notification needed. Ensure that the proper notifications are made.

MANAGEMENT STRUCTURE

The staff presently associated with the Megan's Law Unit are as follows:

County Prosecutor: Prosecutor S. Dalton is responsible for the prosecution of all Superior Court criminal cases in the County of Gloucester, including Megan's Law offenses.

Chief of Trial Section: Mary Pyffer, Chief of Trial Section supervises office Trial Attorneys, including the attorney responsible for the prosecution of Megan's Law offenses.

Supervisory, Sex Assault and Domestic Violence Unit: Sr. Assistant Prosecutor Audrey Curwin is responsible for the day to day supervision of the Sexual Assault and Domestic Violence Units. Ms. Curwin is also responsible for the prosecution of Megan's Law offenses in Gloucester County.

Paralegal Specialist: Michelle Sturgis is responsible for entering offenders into the Arcview database, sending out notifications, contacting other municipalities and all other clerical duties of the Megan's Law Unit.

PROGRAM EVALUATION

The tiering and notification process of Megan's Law Offenders is set by statute. Data regarding mapping and notifications of Megan's Law registrants is collected in the Arcview software and can be analyzed.

Applicant: County of Gloucester			Grant No. JAG-1-20-09		
Budget Detail Form					
COST ELEMENT			Subgrant Funds	Match	Project Total
A. Personnel					
1. Salaries and Wages (list each position Name/Position	% of time on Project	Total Annual Salary or Hourly Rate			
SUB-TOTAL SALARIES AND WAGES			\$0	\$0	\$0

2. Fringe Benefits List each benefit and percentage (i.e., FICA)	Agency Fringe Rate	Subgrant Funds	Match	Project Total
SUB-TOTAL FRINGE BENEFITS		\$0	\$0	\$0
TOTAL SALARIES & FRINGE BENEFITS		\$0	\$0	\$0

Applicant: County of Gloucester			Budget Detail Form			Grant No. JAG-1-20-09		
COST ELEMENT				Subgrant Funds	Match	Project Total		
B. Purchase of Services								
Name of Provider	Contracted Services Provided/ Seminar Registration/ Costs for professional services	Unit Cost/ Hourly Rate	Units/ Project Hours					
ArcGIS (Arcview) Single Use Primary Maintenance – software				\$428	\$0	\$428		
TOTAL PURCHASE OF SERVICES				\$428	\$0	\$428		

C. Travel, Transportation, Subsistence (show food costs related to travel only)				Subgrant Funds	Match	Project Total
Purpose / Location	Item (# of Miles)	Computation (\$.31 per Mile)				
TOTAL TRAVEL, TRANSPORTATION, SUBSISTENCE				\$0	\$0	\$0

Applicant: County of Gloucester		Budget Detail Form			Grant No. JAG-1-20-09	
COST ELEMENT		Subgrant Funds	Match	Project Total		
D. Consumable Supplies, Postage, Printing (list each item & show unit cost & calculations)						
Postage		\$3,075	\$0	\$3,075		
Office Supplies		\$2,600	\$0	\$2,600		
TOTAL CONSUMABLE SUPPLIES		\$5,675	\$0	\$5,675		

E. Facilities, Office Space, Utilities (calculate Monthly Project Cost & show cost allocation method)		Subgrant Funds	Match	Project Total	
Rent (in budget narrative, indicate square footage and cost per square foot)					
Telephone (land line)					
Utilities (in budget narrative, specify utility)					
Other (specify)					
Other (specify)					
Other (specify)					
TOTAL FACILITIES		\$0	\$0	\$0	

Applicant: County of Gloucester		Grant No. JAG-1-20-09		
Budget Detail Form				
COST ELEMENT		Subgrant Funds	Match	Project Total
F. Equipment (List and explain in attached budget narrative; calculate per unit cost)				
Filing Cabinets		\$1,300	\$0	\$1,300
Printer		\$325	\$0	\$325
Cassette Converter		\$950	\$0	\$950
TOTAL EQUIPMENT		\$2,575	\$0	\$2,575

G. Indirect Cost Rate (State Agencies Only) (@ _____ × federal approved Indirect Cost Rate)	Subgrant Funds	Match	Project Total
TOTAL	\$0	\$0	\$0
TOTAL PROJECT COSTS	\$8,678	\$0	\$8,678

**MEGAN'S LAW – JAG-1-20-09
BUDGET NARRATIVE**

Purchase of Services

Data Processing Software **\$428**

Annual license renewal/upgrade for ArcGIS (Arcview) software used for the data entry and mapping of Megan's Law Registrants. This software helps to determine who needs to receive notification of the registrant based on the statutory requirements.

Consumable Supplies, Postage, Printing, etc.

Office Supplies **\$2,600**

Paper products and associated supplies to send out "hard copy" community notifications. (Copy paper, photo paper, postage machine supplies, pens, staples, note pads, file folders, etc.)

Postage **\$3,075**

Postage for the mailing out of Megan's Law notifications to the community. Regular and Certified Mail as required by statute. Regular mail documents now cost \$.45 each and certified documents cost \$5.75 each. Statutes determine what time of notifications are sent out and to whom. Notifications are sent out for new registrants and when registrants move.

Equipment

Furniture & Fixtures **\$1,300**

Storage cabinets – additional storage cabinets are needed for the paperwork generated by ongoing notifications and associated legal proceedings.

Data Processing Equipment **\$1,275**

One desktop laser printer for printing confidential documents that should not be printed to a central printer where others have access to. To purchase equipment to convert analog (cassette) records to digital evidence grade. This also can be used to convert digital recordings to cassette for transcription purposes.

STATE OF NEW JERSEY
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT PROGRAM

APPLICATION AUTHORIZATION

Authorization to submit application to the Department of Law and Public Safety, Division of Criminal Justice for a project entitled:

Megan's Law and Local Law Enforcement Assistance Component

at an estimated total project cost of \$ \$8,678 . Grant # JAG - 1-20-09

The undersigned agrees upon approval of this project on behalf of the unit of government, agency or non-profit organization, to comply with the conditions applicable to grants awarded. The undersigned's signature indicates that the information provided within the application is accurate and complete and that the applicant intends to comply with all conditions applicable to subgrants awarded pursuant to the Anti-Drug Abuse Act of 1986 and regulations, as amended, and the Omnibus Crime Control and Safe Streets Act of 1968 and regulations, as amended, and the Edward Byrne Memorial Justice Assistance Grant Program, 42 U.S.C. §3750 et seq., and regulations, as amended. Further, the undersigned makes the assurances concerning non-supplanting of local funds with state and federal funds.

This application consists of the following additional attachments for all applicants:

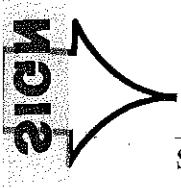
1. Program Narrative,
2. Project Budget Detail form,
3. Budget Narrative,
4. Certification of Equal Employment Opportunity Plan,
5. General Conditions & Assurances,
6. Grant Agreement Certification,
7. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements,
8. Resolution of Participation and Certification of Recording Officer, and
9. Federal Financial Accountability and Transparency Act Information Form.

For nonprofit applicants, this application consists of the following additional attachments:

1. Proof of Nonprofit status,
2. New Jersey Charitable Registration,
3. New Jersey Business Registration,
4. Applicable Licenses, Certifications and Permits,
5. Single Audit, Form 990-Income Tax Return or audited financial statements,
6. Accounting System and Financial Capability Questionnaire,
7. Audit Requirements Form,

8. Income Sources Form,
9. Mandatory Waiver from Local Units of Government, and
10. Applicable list of Officers/Directors/Trustees,

As the duly authorized representative of the applicant-subgrantee, I hereby certify that the applicant-subgrantee will comply with the above-referenced provisions. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Signature

Robert M. Damming
Printed Name

Freeholder Director
Title (Mayor, Freeholder-Director,
County Executive, Agency Head,
President, Chairperson of the Board)

County of Gloucester
Local Unit of Government/Agency/
Non Profit Organization

Date

Grant # JAG - 1-20-09

[Rev'd JAG 3/2011]

CERTIFICATION FORM

Recipient Name and Address: County of Gloucester, 2 South Broad Street, Woodbury, NJ 08096
Grant Title: Megan's Law & Local Law Enforcement Grant Number: JAG-1-20-09 Award Amount: \$8,678
Contact Person Name and Title: Robert DiLella, Clerk of the Board Phone Number: (856) 853-3271

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEOP) in accordance with 28 C.F.R. §§ 42.301-308. The regulations exempt some recipients from all of the EEOP requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEOP, but they do not need to submit the EEOP to OJP for review. Recipients that claim a complete exemption from the EEOP requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete either Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEOP recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202) 307-0690 or TTY (202) 307-2027.

Section A- Declaration Claiming Complete Exemption from the EEOP Requirement. Please check all the boxes that apply.

- | | |
|--|--|
| <input type="checkbox"/> Recipient has less than 50 employees, | <input type="checkbox"/> Recipient is an Indian tribe, |
| <input type="checkbox"/> Recipient is a non-profit organization, | <input type="checkbox"/> Recipient is an educational institution, or |
| <input type="checkbox"/> Recipient is a medical institution, | <input checked="" type="checkbox"/> Recipient is receiving an award less than \$25,000 |

I, _____ [responsible official], certify that
_____ [recipient] is not required to
prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. §42.302. I further certify that _____
_____ [recipient] will comply with applicable Federal civil rights
laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date
------------------------------	-----------	------

Section B- Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review.

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Robert M. Dammingier, Freeholder Director [responsible official], certify that
the County of Gloucester [recipient], which has 50 or more
employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an
EEOP in accordance with 28 C.F.R. §42.301, *et seq.*, subpart E. I further certify that the EEOP has been formulated and
signed into effect within the past two years by the proper authority and that it is available for review. The EEOP is on file in
the office of: Clerk of the Board [organization],
at 2 South Broad Street, Woodbury, NJ 08096 [address], for review by the public
and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office
of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

<u>Robert M. Dammingier, Freeholder Director</u>	Signature	Date
Print or type Name and Title		

STATE OF NEW JERSEY
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT PROGRAM

GENERAL CONDITIONS AND ASSURANCES

1. The Subgrantee agrees that funds made available under the Edward Byrne Memorial Justice Assistance Grant Program (JAG) will not be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of grant funds, be made available for law enforcement activities.
2. The Subgrantee agrees to comply and assure the compliance of its contractors with the financial and administrative requirements set forth in the current edition of U.S. Department of Justice, Office of Justice Programs, OJP Financial Guide (available on the web at: <http://www.ojp.usdoj.gov/financialguide/index.htm>) (OJP Financial Guide) and the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the Edward Byrne Memorial Justice Assistance Grant Program Act, 42 U.S.C. §3750 et seq., as amended, and all other applicable federal laws, orders, circulars, or regulations.
3. The Subgrantee agrees to comply with all requirements imposed by the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), New Jersey Attorney General, Department of Law and Public Safety (L&PS), and the Division of Criminal Justice (DCJ) concerning all federal, state, municipal laws, rules, regulations, policies, guidelines, directives, and requirements (including licenses, permits and background checks) that are generally applicable to the activities in which the subgrantee is engaged in the performance of this grant. Failure to comply with these laws, rules, regulations, and state circulars will be grounds for termination of this subaward.
4. The Subgrantee assures that it possesses legal authority to apply for the grant; that, if applicable, a resolution or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required. The Subgrantee assures that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
5. The Subgrantee agrees to comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. §4601 et seq., which provides for fair and equitable treatment of persons displaced as a result of federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

6. The Subgrantee agrees to comply with provisions of the Hatch Act, the federal law which limits certain political activities of employees of a state or local unit of government whose principal employment is in connection with an activity financed in whole or in part by federal grants. 5 U.S.C. §1501-08 and §7324-26.
7. The Subgrantee understands and agrees that, in compliance with the Anti-Lobbying Act, 18 U.S.C. §1913, and with the Limitations, Exceptions and Penalties on the Use of Appropriated Funds law, 31 U.S.C. §1352, it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs (OJP).
8. The Subgrantee understands and agrees to comply with the federal Executive Order No. 12549 on Debarment and Suspension, 2 C.F.R. Part 2867 and 2 C.F.R. Part 180, and state Executive Order No. 34 (March 17, 1976), and state OMB 93-13-GSA circular letter regarding Debarments, Suspensions & Disqualifications. Subgrantee and its subcontractors will not conduct business with ineligible firms or individuals who are considered debarred, suspended or disqualified.
9. The Subgrantee agrees to comply with the minimum wage and maximum hours provision of the Federal Fair Labor Standards Act, 29 U.S.C. § 201 et seq., and the New Jersey Prevailing Wage Act, N.J.S.A. 34:11-56.25 et seq.
10. The Subgrantee will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
11. The Subgrantee agrees to give the United States General Accounting Office, DOJ, OJP, BJA, L&PS, and DCJ through any authorized representative, access to and the right to examine all paper and electronic records, books, papers and documents related to the grant including pertinent accounting records, books, documents, and papers as may be necessary to monitor and audit the Subgrantee's operations. L&PS reserves the right to have access to all work papers produced in connection with audits made by the Subgrantee or independent certified public accountants, registered municipal accountants or licensed public accountants hired by the Subgrantee to perform such audits.
12. The Subgrantee will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, 42 U.S.C. §4321, and Executive Order No. (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, 16 U.S.C. §1451 et seq. and the Coastal Barrier Resources Act, 16 U.S.C. §3501 et seq., which limits federal expenditures affecting the Coastal Barrier Resources System; (f) conformity of Federal

actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended, 42 U.S.C. §7401 et seq.; (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, 42 U.S.C. §300f et seq., as amended; and, (h) protection of endangered species under the Endangered Species Act of 1973, 16 U.S.C. §1531, as amended.

13. The Subgrantee agrees to comply, if applicable, with the flood insurance purchase requirements of Section 102(1) of the Flood Disaster Protection Act of 1973, Pub. L. 93-234, 87 Stat. 975, approved December 31, 1976, §102 (a), 42 U.S.C. §4001 et seq., which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
14. The Subgrantee agrees to assist DOJ, OJP, and BJA in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, 16 U.S.C. §470; Executive Order No. 11593, the Archeological and Historical Preservation Act of 1974, 16 U.S.C. §469a-1 et seq.; and the National Environmental Policy Act of 1969, 42 U.S.C. §4321, by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 C.F.R. Part 800.8) by the activity, and notifying DOJ, OJP, and BJA of the existence of any such properties, and by (b) complying with all requirements established by DOJ, OJP, and BJA to avoid or mitigate adverse effects upon such properties.
15. The Subgrantee agrees to comply and assure the compliance of its contractors, with all lawful requirements imposed by DOJ, BJA, including any applicable regulations such as Title 28, Judicial Administration, Chapter I, Department of Justice: Part 18, Office of Justice Programs Hearing and Appeal Procedures; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Non-discrimination; Equal Employment Opportunity; Policies and Procedures; Part 46, Protection of Human Subjects and all Office of Justice Program Policies and procedures regarding the protection of Human Research Subjects, including obtaining of Institutional Review Board approval, if appropriate, and subject informed consent; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures, and federal laws and regulations applicable to Federal Assistance Programs; Part 66, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments; and Part 70, Uniform Administrative Requirements for Grants and Agreements (including Subawards) with Institutions of Higher Education, Hospitals and Other Non-profit Organizations.
16. The Subgrantee understands that OJP reserves the right to unilaterally terminate this award, without penalty, for a violation of the Trafficking Victims Protection Act 2000, 22 U.S.C. §7104(g), as amended. The Award Terms in 2 C.F.R. §175.15(b) are incorporated herein.

Federal funding recipients or their employees may not engage in trafficking in persons, procure a commercial sex act or used forced labor in the performance of this award.

17. The Subgrantee agrees to comply and assure the compliance of its contractors, with any applicable statutorily imposed non-discrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. §3789d(c); the Victims of Crime Act, 42 U.S.C. §10604(e); the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. §5672; the Civil Rights Act of 1964, as amended, 42 U.S.C. §2000d et seq.; the Rehabilitation Act of 1973, as amended; 29 U.S.C. §794, the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §12131-34; the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; the Age Discrimination Act of 1975, 42 U.S.C. §6101-07; the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 21 U.S.C. §1101 et seq.; as amended, relating to nondiscrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, 42 U.S.C. §12114 et seq. as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; the Public Health Service Act, 42 U.S.C. §290dd-2, as amended, relating to confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968, 42 U.S.C. §3601 et seq., as amended, relating to nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, the requirements of any other nondiscrimination statute(s) which may apply to the application, and the Department of Justice Non-discrimination Regulations, 28 C.F.R. Part 42, Subparts, C, D, E, and G; the Department of Justice regulations on disability discrimination, 28 C.F.R. Part 35, Part 36, Part 39; and the Department of Justice, Policy Guidance Document, "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons," 67 F.R. 41455 (June 18, 2002); see Ex. Order 13279 (equal protection of the laws for faith-based and community organization).
18. The Subgrantee assures that in the event a federal or state court or federal or state administrative agency makes a finding of discrimination on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, it will forward a copy of the finding to OJP's Office for Civil Rights and DCJ.
19. The Subgrantee agrees that if required to formulate an Equal Employment Opportunity Program (EEOP) in accordance with 28 C.F.R. §42.301 et seq., it will maintain a current one on file, and where the proposed subgrant is for \$500,000 or more (or receives an aggregate of \$1,000,000 in federal grant funds in an 18-month period), the Subgrantee will provide a copy of the EEOP to OJP's Office for Civil Rights.
20. The Subgrantee acknowledges that failure to submit an acceptable EEOP (if required to submit pursuant to 28 C.F.R. §42.302), that is approved by the Office of Civil Rights, OJP, is a violation of its General Conditions and may result in suspension or termination of funding, until such time as the Subgrantee is in compliance.

21. The Subgrantee agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice (DOJ) grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Subgrantees of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the DOJ funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faithbased organizations may, in some circumstances, consider religion as a basis for employment. See http://www.ojp.gov/about/ocr/equal_fbo.htm.
22. The Subgrantee certifies that Limited English Proficiency (LEP) persons have meaningful access to the services under the program(s). National origin discrimination includes discrimination on the basis of limited English proficiency. To ensure compliance with Title VI and the Safe Streets Act, Subgrantees are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for Subgrantees to help comply with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov/.
23. The Subgrantee agrees to comply with all program requirements as stated in the BJA program guidance for the Edward Byrne Memorial Justice Assistance Grant Program, and as required by L&PS and DCJ.
24. The Subgrantee agrees to comply with all reporting, data collection, and evaluation requirements, as prescribed by BJA in the program guidance for the Edward Byrne Memorial Justice Assistance Grant Program, and as required by L&PS and DCJ.
25. The Subgrantee agrees that DOJ, OJP, BJA, L&PS, and DCJ reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use: the copyright in any work developed from activities supported by this grant, and any rights of copyright to which a Subgrantee purchases ownership with support. The Subgrantee agrees that L&PS reserves the right to require the Subgrantee not to publish any work, which right shall not be exercised unreasonably. The Subgrantee assures that any publication by the Subgrantee shall include, on the title page, a standard disclaimer of responsibility by L&PS for any opinions or conclusions contained therein.
26. The Subgrantee assures that it shall submit one (1) copy of all reports and proposed publications resulting from funding under this grant, sixty (60) days prior to public release. The Subgrantee agrees that any written, visual, or audio publications, with the exception of

press releases, whether published at the Subgrantee's or government's expenses, shall contain the following statement:

"This project was supported by Grant No. 1-20-09 (if applicable, contact grant analyst for Grant Number) awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, and the Office for Victims of Crime. Points of view or opinions in this document are those of the author and do not represent the official position or policies of the United States Department of Justice."

The Subgrantee agrees to follow the current edition of the OJP Financial Guide for allowable printing activities.

27. The Subgrantee agrees to assist the Bureau of Justice Assistance (BJA) in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these grant funds, either directly by the grantee or by a subgrantee. Accordingly, the Subgrantee agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the grant, the Subgrantee agrees to contact BJA.

The Subgrantee understands that this condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the Subgrantee, or any third party and the activity needs to be undertaken in order to use these grant funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The Subgrantee understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The Subgrantee further understands and agrees to the requirements for

implementation of a Mitigation Plan for programs relating to methamphetamine laboratory operations.

28. The Subgrantee agrees to comply with all confidentiality requirements of 42 U.S.C. §3789g and 28 C.F.R. Part 22 that are applicable to collection, use and revelation of data or information. The Subgrantee further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, Section 22.23.
29. The Subgrantee agrees to use the National Information Exchange Model (NIEM) specifications and guidelines for this subgrant available at <http://www.niem.gov/> to support public safety and justice information sharing. The Subgrantee agrees to publish and make available without restriction all schemas (extensions, constraint, proxy) generated as a result of this subgrant to the component registry as specified in the guidelines.
30. To avoid duplicating existing networked or IT systems in any initiatives funded by BJA for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subgrantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
31. If a project is not operational within sixty (60) days of the original start date of the award period, the Subgrantee must report by letter to L&PS and DCJ of the steps taken to initiate the project, the reasons for the delay, and the expected start date. If a project is not operational within ninety (90) days of the original start date of the award period, the Subgrantee must submit a second statement to L&PS and DCJ explaining the implementation delay. Upon receipt of the 90-day letter, L&PS and DCJ may cancel the project and request the federal agency approval to redistribute the funds to other project areas. L&PS and DCJ may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subaward files and records must so note the extension.
32. Subgrantee agrees, to the greatest extent practicable, that all equipment and products purchased with grant funds should be American made.
33. Pursuant to 23 U.S.C. §§402-403, and 29 U.S.C. §668, each recipient agency of Federal contracts, subcontracts and grants shall encourage adoption and enforcement of on-the-job seat belt policies and programs for its employees, contractors, and subrecipients when operating company-owned, rented or personally owned vehicles.
34. Organizations funded under this federal grant program must agree to complete and keep on file, as appropriate, the Immigration and Naturalization Service Employment Eligibility form (I-9). This form is to be used by the recipient of Federal Funds to verify that persons employed by the recipient are eligible to work in the United States.

35. The Subgrantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award and civil and/or criminal penalties, including under the federal False Claims Act, 31 U.S.C. §§3729-33, and under the New Jersey False Claims Act, N.J.S.A. 2A: 32C-3.
36. The Subgrantee must promptly refer to DOJ OIG any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for JAG Act funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving JAG funds. Potential fraud, waste, abuse, or misconduct should be reported to OIG by:

mail: Office of the Inspector General	e-mail: oig.hotline@usdoj.gov
U.S. Department of Justice	hotline: (800) 869-4499 or fax: (202) 616-9881
Investigations Division	(contact information in English and Spanish)
950 Pennsylvania Avenue, N.W., Room 4706	
Washington DC 20530	

For additional information visit DOJ OIG's website at www.justice.gov/oig.

37. The Subgrantee assures that it will comply, and all of its contractors will comply with the requirements of the state's anti-discrimination and affirmative action laws and regulations, including N.J.A.C. 17:27, applicable provisions of N.J.S.A. 10:5-1, et al., as amended; and all implementing regulations and state circulars as amended or superseded. Failure to comply with these laws, rules, regulations, and state circulars will be grounds for termination of this subaward.
38. The Subgrantee shall not subcontract any of the work or services covered by this grant, nor shall any interest be assigned or transferred except as may be provided for in this grant or with the express written approval of L&PS.
39. The Subgrantee shall recognize and agree that both the initial provision of funding and the continuation of such funding under the Agreement are expressly dependent upon the availability to the Department of funds appropriated by the State Legislature from State and/or Federal revenue or such other funding sources as may be applicable and, in addition, if the Subgrantee's program is deemed a priority by the New Jersey Attorney General. A failure of the Department to make any payment under this Agreement or to observe and perform any condition on its part to be performed under the Agreement as a result of the failure of the Legislature to appropriate shall not in any manner constitute a breach of the Agreement by the Department or an event of default under the Agreement and the Department shall not be held liable for any breach of the Agreement because of the absence of available funding appropriations. In addition, future funding shall not be anticipated from the Department beyond the duration of the award period set forth in the Grant/Loan Agreement and in no event shall the Agreement be construed as a commitment by the Department to expend funds beyond the termination date set in the Grant/Loan Agreement.

40. The Subgrantee agrees that all income earned by the Subgrantee from grant-supported activities is deemed program income. The Subgrantee agrees to add program income to funds committed to the program to further eligible program objectives. The Subgrantee agrees to comply with the OJP's Financial Guide, Part III Chapter 4: Program Income, and as applicable, either (1) 28 C.F.R. Part 66 or (2) 28 C.F.R. Part 70 and federal OMB Circular A-110 (2 C.F.R. Part 215), on the use, disposition, accounting and reporting for program income. (The use of program income must be shown on the detailed cost statements). State 07-05-OMB Circular defines program income to include any interest earned of \$250 or more in a fiscal year on advances of grant funds.
41. If applicable, the Subgrantee agrees that it will deposit advances of grants funds in a trust fund.
42. The Subgrantee agrees to enter, maintain and record all grant funds received by the State for this program in accounting records separate from all other fund accounts, including funds derived from other grant awards. Disbursed grant funds shall be available for expenditure by the Subgrantee in accordance with the provisions of the subgrant throughout the project period subject to such conditions as DCJ may prescribe.
43. The Subgrantee agrees to maintain an adequate financial management system in accordance with generally accepted principles of accounting. The Subgrantee shall maintain accurate and current financial reports, accounting records, internal controls, budget controls, and cash management procedures for receiving, holding and expending grant funds. The Subgrantee shall maintain accurate and complete disclosure of financial results of each subgrant in the Detailed Cost Statements (DCS), have procedures to determine allowable costs, and provide source documentation for financial records.
44. As required under the federal Single Audit Act of 1984, Pub. L. 98-502, as amended, the Subgrantee agrees to comply with the organizational audit requirements of Federal OMB Circular, A-133, Audits of States, Local Governments and Non-Profit Organizations, as further described in the OJP's Financial Guide, Part III Chapter 19, Government Accountability Office's Government Auditing Standards (Yellow Book), and the State of New Jersey, Department of Treasury, Circular Letter (State Circular Letter) 04-04-OMB, Single Audit Policy for Recipients of Federal Grants, State Grants and State Aid Payments. The Subgrantee agrees to submit to DCJ any copies of any exceptions and/or findings regarding this project as a result of a single audit. The Subgrantee immediately will report to DCJ any changes in its fiscal year.
45. The Subgrantee agrees that grant funds will be used only for allowable costs as determined according to applicable federal cost principles specific to the Subgrantee (e.g., Federal OMB Circular A-21 (2 C.F.R. Part 220), A-87 (2 C.F.R. Part 225), A-102, A-110 (2 C.F.R. Part 215), A-122 (2 C.F.R. Part 230), A-133, etc.), according to the OJP's Financial Guide, Part III Chapter 7: Allowable Costs, and State Circular Letter 07-05-OMB, Standard Grant Agreement Form, X. Allowable Costs.

46. The Subgrantee agrees that property furnished by L&PS or acquired in whole or in part with federal or L&PS funds or whose cost was charged to a project supported by federal or L&PS funds shall be utilized and disposed of in a manner generally consistent with state and federal requirements.
47. The Subgrantee agrees that procurement of supplies, equipment and other services with funds provided by this grant shall be accomplished in a manner generally consistent with federal and state requirements. Adherence to the standards contained in the applicable federal and state laws and regulations does not relieve the Subgrantee of the contractual responsibilities arising under its procurement. The Subgrantee is the responsible authority, without recourse to L&PS, regarding the settlement and satisfaction of all contractual and administrative issues arising out of procurement entered in support of a grant.
48. The Subgrantee agrees that it will maintain data and information and submit timely reports, including programmatic progress and financial reports, as L&PS may require. If reports are not submitted as required, L&PS may, at its discretion, suspend payments on this subgrant. The State of New Jersey may, at its discretion, take such action to withhold payments to the Subgrantee on this or any grant with other state agencies until the required reports have been submitted.
49. Unless otherwise directed by DCJ, state or federal statute, all grant records shall be retained for a period of seven years. This period is extended until otherwise directed if there is any litigation, claim, negotiation, action, or audit in progress and/or audit finding involving grant records started before the end of the seven year period.
50. The Subgrantee agrees to report any Budget Revisions or Grant Extensions as follows:
 - a. Deviations in excess of \$100 from the approved budget or extensions in the grant period require prior approval via Division of Criminal Justice (DCJ) Form 108, Grant Adjustment Request Form. Subgrantee should be aware that approved budget revisions may result in the imposition of additional special conditions.
 - b. L&PS may request changes in the scope of services of the Subgrantee to be performed hereunder. Such changes, which are mutually agreed upon by and between L&PS and the Subgrantee must be incorporated in written amendments to this grant.
 - c. If the Subgrantee is making program expenditures or providing grant services at a rate which, in the judgment of L&PS, will result in substantial failure to expend the grant amount or provide grant services, L&PS may so notify the Subgrantee. If, after consultation, the Subgrantee is unable to develop to the satisfaction of L&PS a plan to rectify its low level of program expenditures or grant services, L&PS may upon thirty (30) days notice to the Subgrantee, reduce the grant amount by a sum so that the revised grant amount fairly projects program expenditures over the grant period. This reduction shall take into account the Subgrantee's fixed costs and shall establish the committed level of services for each program element of grant services at the

- reduced grant amount. If such a determination is made by L&PS subsequent to the awarding of the grant and the funds have already been received by the Subgrantee, the reduced amount will be remitted to L&PS.
- d. If the revision requested will result in a change to the Subgrantee's approved project which requires federal prior approval, L&PS will obtain the federal agency's approval before approving the Subgrantee's request.
51. If the Subgrantee materially fails to comply with the terms of an award, whether stated in a state or federal statute or regulation, an assurance, general condition, special condition, in a state plan or application, a notice of award, or elsewhere, the Subgrantee agrees that L&PS may take one or more of the following actions, as appropriate in the circumstances:
- a. Temporarily withhold cash payments pending correction of the deficiency by the Subgrantee or take more severe enforcement action.
 - b. Disallow all or part of the cost of the activity or action not in compliance.
 - c. Wholly or partly suspend or terminate the current award for the Subgrantee's program.
 - d. Withhold further awards for the program.
 - e. Request the balance of grant funds to be returned and/or seek reimbursement for funds expended that were not in compliance with the terms and conditions of the grant agreement.
 - f. Take other remedies that may be legally available.
52. When the Subgrantee has failed to comply with grant award requirements, stipulations, standards, or conditions, the Subgrantee agrees that L&PS may suspend the grant and withhold further payments; prohibit the Subgrantee from incurring additional obligations of grant funds pending corrective action by the Subgrantee; or decide to terminate the grant in accordance with the below paragraph. L&PS shall allow all necessary and proper costs, which the Subgrantee could not reasonably avoid during the period of suspension, provided they meet federal and state requirements.
53. The Subgrantee agrees that L&PS may terminate the grant in whole or in part whenever it is determined that the Subgrantee has failed to comply with the conditions of the grant. L&PS shall notify the Subgrantee in writing of the determination and the reasons for the termination together with the effective date. Payments made to the Subgrantee or recoveries by L&PS under the grant terminated for cause shall be in accord with the legal right and liability of the parties.
54. L&PS and the Subgrantee may terminate the grant in whole, or in part, when both parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of funds. The two parties shall agree upon the termination conditions, including the effective date and in case of partial terminations, the portion to be terminated. The Subgrantee shall not incur new obligations for the terminated portion after the effective date and shall cancel as many outstanding obligations as possible.
55. The Subgrantee agrees that under certain instances it may be considered "High Risk":

- a. If L&PS determines that a Subgrantee:
 - i. Has a history of unsatisfactory performance.
 - ii. Is not financially stable.
 - iii. Has a financial management system which does not appear adequate according to the General Conditions, or meet the standards expressed according to the current State Circular Letter, Standard Grant Agreement Form, VIII Financial Management System, 07-05-OMB.
 - iv. Has not conformed to terms and conditions of previous awards.
 - v. Is otherwise not responsible; and L&PS determines that an award will be made; special conditions and/or restrictions shall correspond to the high risk condition and shall be included in the award.
- b. If a Subgrantee is considered "High Risk," then L&PS may impose additional special conditions or restrictions on the Subgrantee at any time including:
 - i. Payment on a reimbursement basis.
 - ii. Withholding authority to proceed to the next phase until receipt or evidence of acceptable performance within a given funding period.
 - iii. Requiring additional, more detailed financial reports.
 - iv. Additional project monitoring.
 - v. Requiring the Grantee to obtain technical or management assistance.
 - vi. Establishing additional prior approvals.
- c. If L&PS decides to impose such special conditions, L&PS will notify the Subgrantee as soon as possible, in writing, of:
 - i. The nature of the special conditions/restrictions.
 - ii. The reason(s) for imposing the special conditions.
 - iii. The corrective actions that must be taken before the special conditions will be removed by the Department and the time allowed for completing the corrective actions.
 - iv. The method of requesting reconsideration of the conditions/restrictions imposed.

56. The Subgrantee understands and agrees that, in compliance with the Corruption of Public Resources Act, N.J.S.A. 2C:27-12, it cannot knowingly misuse state grant funds for an unauthorized purpose, and violations under this act could result in a prison term of up to 20 years, and, under N.J.S.A. 2C:30-8, subject to a fine of up to \$500,000.

CERTIFICATION

I certify that the programs proposed in this application meet all the requirements of the Edward Byrne Memorial Justice Assistance Grant Program, that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of the Edward Byrne Memorial Justice Assistance Grant Program and all other applicable federal and state laws, regulations, and guidelines.

County of Gloucester

Subgrantee

Grant # JAG- 1-20-09

Freeholder Director

Signature of Authorized Official

**(Freeholder-Director, County
Executive, Mayor, Agency Head,
President, Chairperson of the Board)**

Robert M. Damminger

Printed Name of Authorized Official

Date

[Rev'd JAG 3/2011]

STATE OF NEW JERSEY
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT PROGRAM

GRANT AGREEMENT CERTIFICATION

Robert M. Damming, being eighteen years of age or older, hereby certifies:
Name

1. I am Freeholder Director on behalf of the _____
Title Name of Agency

County of Gloucester, hereafter referred to as the "Subgrantee." I am
receiving grant funds

submitting this certification in conjunction with the provision of grant funds in the amount of

\$8,678 to the Subgrantee by the Division of Criminal Justice under the
dollar amount of funds

the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. In making this certification, I understand that the Division of Criminal Justice will rely upon the statements made herein in processing this application and with making provision of grant funds.

2. I have reviewed the contents of the application which has been submitted by the Subgrantee for such funding and hereby certify that the factual statements and data set forth in the application and attachments are true to the best of my knowledge and belief.

3. I also hereby certify that I am responsible for authorizing expenditures and disbursements of grant funds; that I will be responsible for undertaking the programs and activities described in the application; that I have reviewed and am familiar with all statutory and regulatory requirements pertaining to the use of the funds being provided to undertake such programs and activities; and that I have sought and obtained legal advice from the Subgrantee's legal counsel as I have considered appropriate or necessary in this regard.

4. I further certify that I will ensure that the Subgrantee will utilize the funds being provided by the Division of Criminal Justice to carry out the programs and activities specifically described in the application.

5. I further certify that I will ensure that the Subgrantee will, in utilizing the funds being provided by the Division of Criminal Justice, comply with any and all statutory and regulatory requirements pertaining to the use of such funds.

6. I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

7. I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. §1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.



Signature

Freeholder Director

Title

Robert M. Dammingier

Printed Name

Date

[Rev'd JAG 3/2011]

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT,
SUSPENSION AND OTHER RESPONSIBILITY MATTERS
AND
DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal Grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making is a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);.

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

Notice shall include the identification numbers(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ☐ if the State has elected to complete OJP Form 4061/7.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, with 10 calendar days of the conviction, to:

Department of Justice
Office of Justice Programs
ATTN: Control Desk
810 Seventh Street, N.W.,
Washington, D.C. 20531

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

County of Gloucester

2 South Broad Street, P.O. Box 337, Woodbury, NJ 08096

2. Application Number and/or Project Name:

JAG-1-20-09

3. Grantee IRS/Vendor Number 216000660

4. Type/Print Name and Title of Authorized Representative

Robert M. Damminger, Freeholder Director

5. Signature

6. Date

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 4061/2, 4061/3 AND 4061/4 WHICH ARE OBSOLETE.
OFFICE OF JUSTICE PROGRAMS BJA NIJ OJJDP BJS OVC

**RESOLUTION AUTHORIZING THE EXECUTION OF ANY AND ALL
DOCUMENTS RELATED TO THE EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE
GRANT (JAG) PROGRAM MEGAN'S LAW AND LOCAL LAW ENFORCEMENT
ASSISTANCE COMPONENT GRANT NUMBER: JAG 1-20-09, IN THE AMOUNT OF \$8,678,
WITH A CASH MATCH OF \$0 FOR A TOTAL AMOUNT OF \$8,678, FOR THE PERIOD
COMMENCING APRIL 1, 2012 AND TERMINATING MARCH 31, 2013**

WHEREAS, the Gloucester County Prosecutor's Office desires to submit a grant application to the State of New Jersey Department of Law and Public Safety, Division of Criminal Justice for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program Megan's Law and Local Law Enforcement Assistance Component Grant Number: JAG 1-20-09, for the period commencing April 1, 2012 and terminating March 31, 2013; and

WHEREAS, the Board of Chosen Freeholder of the County of Gloucester deems this to be beneficial to the citizens of the County of Gloucester; and

WHEREAS, the Gloucester County Prosecutor's Office reviewed all data supplied or to be supplied in the application and in its attachments, and certifies to the Board of Chosen Freeholders of the County of Gloucester that all data contained in the application and in its attachments is true and correct; and

WHEREAS, the Gloucester County Prosecutor's Office has submitted the grant application to the Department of Human Services for review, and said agency has approved said application, and the Board of Chosen Freeholders of the County of Gloucester understands and agrees that any grant received as a result of the application will be subject to the grant conditions and other policies, regulations and rules issued by the State of New Jersey, Department of Law and Public Safety, Division of Criminal Justice, for the administration of grant projects; and

WHEREAS, the Gloucester County Board of Chosen Freeholders acknowledges that the amount of the grant funds to be requested is \$8,678, with a cash match of \$0, for a total of \$8,678, for the period commencing April 1, 2012 and terminating March 31, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholder of the County of Gloucester that:

1. The Director of the Board is hereby authorized to execute any and all documents in connection with the filing of the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, Megan's Law and Local Law Enforcement Assistance Component, Grant Number: JAG 1-20-09, in the amount of \$8,678, with a cash match of \$0, for a total of \$8,678, for the period commencing April 1, 2012 and terminating March 31, 2013; and
2. The Board of Chosen Freeholders hereby confirms that it shall comply with all applicable regulations of the granting authority as referred to above and shall provide any necessary additional assurances as may be required.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester, held June, 20, 2012, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

**ROBERT M. DAMMINGER,
FREEHOLDER DIRECTOR**

ATTEST:

**ROBERT N. DILELLA,
CLERK OF THE BOARD**

Federal Financial Accountability and Transparency Act Information Form

To be completed by Subrecipient:

1. Agency Name: County of Gloucester
2. City: Woodbury 3. State: NJ
4. Congressional District: 2 5. County: Gloucester
6. DUNS number (<http://www.dnb.com/us/>): 957362247
7. Location of Primary Place of Performance of Project (if different than above):
City: _____ State: _____
Congressional District: _____ County: _____
8. Central Contractor Registration Completed (<http://www.ccr.gov/>): Yes: ☒ No: ☐
If No, please explain: _____

9. The names and total compensation of the five most highly compensated officers of the entity (and parent if owned by another entity) if:

- (i) the entity in the preceding fiscal year received —
(a) 80 percent or more of its annual gross revenues in Federal awards; and
(b) \$25,000,000 or more in annual gross revenues from Federal awards; and
(ii) the public does not have access to information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d) or section 6104 of the Internal Revenue Code of 1986.

<u>Officer Name</u>	<u>Total Compensation</u>
#1 _____	_____
#2 _____	_____
#3 _____	_____
#4 _____	_____
#5 _____	_____

10. Signature of Agency Representative: _____

To be completed by Division/SubGrantor:

1. Amount of Award: _____ 2. Federal: _____ 3. Match or State Share: _____
4. Award Title: _____
5. Award Number: _____
6. Transaction Type: _____ 7. CFDA Number: _____
8. Program Source: _____

[Rev'd JAG 3/2011]

G1

**RESOLUTION AUTHORIZING A NONEXCLUSIVE USE AGREEMENT
OF JAMES G. ATKINSON PARK TO PET SAVERS, A NONPROFIT
CORPORATION, FOR AN EVENT CALLED "WOOF WASH" ON
JULY 29, 2012 WITH A RAIN DATE OF AUGUST 5, 2012**

WHEREAS, County is the owner of James G. Atkinson Park located at 138 Bethel Mill Road, Sewell, New Jersey (hereinafter the "Park"); and

WHEREAS, Pet Savers is a non profit New Jersey corporation based in Gloucester County whose organizational activities are centered around the general welfare of companion animal who are homeless or at risk to become homeless and seeks to have a "Woof Wash" with dog training education, a dog wash and other activities both of an educational and fun nature on JULY 29, 2012 with a rain date of AUGUST 5, 2012 between the hours of 7am and 8pm at the Park; and

WHEREAS, Pet Savers has a long standing working relationship with the Gloucester County Animal Shelter to reduce euthanasia and increase pet adoption within the county and the County desires to accommodate this activity by exercising its discretion to relax Park Rule 2(j) which makes it unlawful to bring animals of any kind into a County Park.

NOW, THEREFORE, BE IT RESOLVED by the Board of Chosen Freeholders of the County of Gloucester, that the Director of the Board, and the Clerk of the Board, be and hereby are, authorized to execute the Use Agreement by and between the County of Gloucester and Pet Savers, for non exclusive use of James G. Atkinson Park on JULY 29, 2012 with a rain date of AUGUST 5, 2012 between 7am and 8pm.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, June 20, 2012, at Woodbury, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DI LELLA, CLERK

**USE AGREEMENT
BETWEEN
COUNTY OF GLOUCESTER
AND
PET SAVERS**

THIS AGREEMENT is entered into this 6th day of June, 2012, by and between **THE COUNTY OF GLOUCESTER**, a body politic and corporate of the State of New Jersey, with offices at 2 South Broad Street, Woodbury, New Jersey, 08096, hereinafter referred to as "**County**", and **PET SAVERS**, (a non-profit corporation), whose address is P.O. Box 546, Woodbury, NJ 08096, hereinafter to as "**Organization**".

WHEREAS, County is the owner of James G. Atkinson Memorial Park, located at 138 Bethel Mill Rd., Sewell, NJ (hereinafter the "**Park**"); and

WHEREAS, Organization requests the use of the Park for the purpose of hosting an outing consisting of dog training education, a dog wash, and other dog related activities; and

WHEREAS, County desires to accommodate the Organization which supports Gloucester County Animal Shelter and encourages residents to adopt a pet from the Shelter, and make the Park available to the Organization consistent with the terms of this Agreement and the County's Rules and Regulations Governing its Parks, subject to the rule waiver discussed below; and with absolutely no obligation upon the County to provide supervision, control or maintenance, as further described in this Agreement.

NOW, THEREFORE, and in consideration of the performance of the mutual promises made by and between County and Organization as described in this Agreement, the parties, for themselves, and their successors and assigns, hereby agree as follows:

AGREEMENT

1. **PREMISES**. County hereby agrees to allow Organization the nonexclusive use of the Park. County gives Organization a revocable license to use only; and specifically does not convey any other right, title, interest or privilege of any kind.
2. **USE OF THE PARK**. No permanent buildings or structures of any type may be erected anywhere in the Park; no fires shall be kindled anywhere in the Park; and Organization shall not permit the accumulation of any garbage or debris produced by its activities to remain anywhere in the Park. Organization will be responsible for any damage to the fields, fencing or facilities of the park. Further, Organization will make sure prior to leaving the Park that the grounds are litter free. Any violation of these responsibilities may subject the Organization to reimburse County for damages and/or affect Organizations future use of the Park.

No excavation shall be made, nor earth removed from, or fill added anywhere in the Park.

The County's Rules and Regulations Governing its Parks are incorporated herein by reference. Pursuant to Park Rule Section 6(g) the Board of Chosen Freeholders have waived Rule Section 2(j) as it relates to dogs only during the time listed below.

Organization agrees that it has reviewed the said rules and regulations, and understands that it shall at all times abide by same in its use of the Premises, and Park.

3. **DURATION.** The Organization shall have the non exclusive use of the Park on July 29, 2012 with a rain date of August 5, 2012 between the hours of 7am and 8pm.
4. **NO OBLIGATION BY COUNTY.** The Organization shall be solely responsible for the conduct of its activities in the Park. The County does not intend to provide any security, supervision, scheduling, set up, control or maintenance, or to in any other way participate in the activities of the Organization. The County does not provide, or designate, any specific parking for Organization's activities; and all employees, members, participants, guests, invitees and others enter into the Park, and remain there at their own risk.
5. **INDEMNIFICATION.** The Organization shall be responsible for, shall keep, save and hold the County harmless from, and shall indemnify and shall defend the County against, any claim, loss, liability, expense (specifically including but not limited to costs, counsel fees and/or experts' fees), or damage resulting from all mental or physical injuries or disabilities, including death, to employees, members, participants, guests, and invitees of the Organization, or to any other persons, or from any damage to any property sustained in connection with this Agreement which results from any acts or omissions, including negligence or malpractice of any of its officers, directors, employees, agents, servants, independent contractors, guests and invitees, or from the Organization's failure to provide for the safety and protection of its employees, members, participants, guests and invitees, or from Organization's performance or failure to perform pursuant to the terms and provisions of this Agreement. The Organization's liability under this Agreement shall continue after the termination of this Agreement with respect to any liability, loss, expense or damage resulting from acts occurring prior to termination.
6. **INSURANCE.** Organization shall maintain the following insurance coverage, as specified below, with a company or companies licensed or otherwise authorized to do business in the State of New Jersey:

General Liability (including, but not limited to, personal injury, premises, completed operations and contractual liability) with a minimum limit combined single limit of \$500,000 per occurrence / \$500,000 annual aggregate for "non profit" or "not-for-profit" organizations and \$1,000,000 per occurrence / \$1,000,000 annual aggregate for "for profit" organizations. Participants are not to be excluded. If Participants are excluded, the Organization must supply evidence of sports accident coverage with a minimum limit of \$100,000 per accident.

The County of Gloucester, including all elected and appointed officials, employees and volunteers, boards, commissions an/or authorities and their board members, employees, and volunteers shall be an additional insured with respect to the general liability policy.

The general liability coverage shall be primary to the additional insured and shall not be contributing with any other insurance or similar protection available to the additional insured, whether other available insurance be primary, contributing or excess.

If the Organization has employees, the following insurance must also be maintained:

- Workers' Compensation including employer's liability coverage in accordance with the applicable regulations and statutes of the State of New Jersey.
- Automobile Liability for all owned, hired and non-owned vehicles with a minimum combined single limit of \$500,000 per occurrence for "not for profit" and \$1,000,000 per occurrence for "for profit" organizations.

The County's Purchasing Agent shall be given thirty (30) days advance written notice of cancellation, non-renewal, reduction and/or material change regarding any of the insurance policies evidenced.

The Organization shall not be permitted to utilize the Park until the County is satisfied that Certificate(s) of Insurance evidencing such insurance coverage is in place.

7. **LICENSE; TERMINATION.** The parties acknowledge that this Agreement constitutes a Revocable license to use only, which license may be revoked by the County in its sole discretion, and at any time convenient to the County.

County shall provide notice of such termination to Organization at the address set forth above. Upon termination, Organization shall remove all objects at its own expense, which it may have placed in the Park, and leave the same in the same condition as it found it at the commencement of this Agreement.

The County may immediately, and without notice, terminate the Agreement, and the license granted herein, if the Organization, or any of its employees, members, participants, guests or invitees, violate any of the terms of this Agreement, or violate any of the County's Rules and Regulations Governing its Parks.

This license is given subject and subordinate to any and all easements, rights, privileges, other licenses or other grants of whatever nature previously given by County, or otherwise created, which now exists and which affect the Park.

8. **NO AGENCY RELATIONSHIP.** The parties acknowledge that Organization is an independent organization, and has no agency relationship, or other formal relationship with the County beyond the relationship created by the terms of this Agreement.
9. **APPLICABLE LAW.** The application and/or interpretation of this Agreement, and the rights and obligations of the parties to the Agreement, shall be governed by the laws of the State of New Jersey.
10. **NO ASSIGNMENT OR SUBCONTRACT.** This Agreement may not be assigned by the Organization, except as otherwise agreed in writing by both parties. Any attempted assignment without such written consent shall be void with respect to the County, and no obligation on the County's part to the assignee shall arise, unless the County shall elect to accept and to consent to such assignment.

ATTEST:

COUNTY OF GLOUCESTER

ROBERT DILELLA, CLERK

ROBERT M. DAMMINGER, DIRECTOR

WITNESS:

PET SAVERS

GINA MEGAY, PRESIDENT

C2

**RESOLUTION ESTABLISHING PUBLIC HEARING DATE OF JULY 25, 2012
REGARDING POSSIBLE ACQUISITION BY THE COUNTY OF BLOCK 6, LOT 1 &
BLOCK 4, LOT 1 IN THE BOROUGH OF SWEDESBORO WITH OPEN SPACE
PRESERVATION TRUST FUNDS**

WHEREAS, through a County Public Question in November, 1993, the voters of Gloucester County (hereinafter the "County") approved the establishment of an Open Space Trust Fund to be used in part for the preservation of open space and farmland in the County; and

WHEREAS, the County Board of Chosen Freeholders adopted The Open Space Preservation Trust Fund Tax in April, 1997; and

WHEREAS, the County Farmland Preservation, Open Space Protection and Recreational Needs Study was adopted by the County in May, 1997; and

WHEREAS, in part, N.J.S.A. 40:12-15.3b requires that a county shall not expend more than \$100,000 for any proposed open space project unless the governing body of the county first conducts a public hearing; and

WHEREAS, the County is now contemplating acquiring parcels referred to as **Swedesboro Auction**, which are known as **Block 6, Lot 1 & Block 4, Lot 1** on the Official Tax Map of the **Borough of Swedesboro** (hereinafter the "Property"), with the use of Open Space Preservation Trust Funds (hereinafter "Open Space Funds").

NOW, THEREFORE, BE IT RESOLVED, by the Board of Chosen Freeholders of the County of Gloucester, that a public hearing regarding the possible acquisition by the County of the Property utilizing Open Space Funds for recreation and conservation purposes, as required by law, be, and the same hereby is, scheduled for July 25th, 2012, to be held at 7:30 PM in the Ceremonial Courtroom, Old Gloucester County Courthouse, 1 North Broad Street, Woodbury, New Jersey; and

BE IT FURTHER RESOLVED, that the Clerk of the Board of Chosen Freeholders is hereby directed and authorized to publish a notice of the said public hearing in a daily or weekly newspaper of general circulation in the County; and

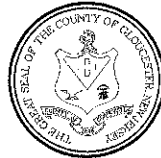
BE IT FURTHER RESOLVED, that copies of the said notice shall be posted in the Offices of the Clerk of the Board of Chosen Freeholders, the County Clerk, and the Office of Land Preservation, at least ten (10) days prior to the hearing; and

BE IT FURTHER RESOLVED, that copies of the said notice shall be mailed to the Clerk of East Greenwich Township upon adoption of this Resolution; and

BE IT FURTHER RESOLVED, that the public be, and the same hereby are, invited to submit written comments pertaining to the subject of the said public hearing described herein to the Board of Chosen Freeholders on or before July 20th; and

BE IT FURTHER RESOLVED, that any such written comments, or requests for additional information, should be directed to Ken Atkinson, Director, Office of Land Preservation, 1200 North Delsea Drive, Clayton, NJ 08312. Phone number: (856) 307-6451.

ADOPTED at a regular meeting of the Board of Chosen Freeholders of the County of Gloucester held on Wednesday, June 20, 2012, at Woodbury, Gloucester County, New Jersey.



COUNTY OF GLOUCESTER

ROBERT M. DAMMINGER, DIRECTOR

ATTEST:

ROBERT N. DILELLA, CLERK